



AUTHORIZATION

Document Summary for TA0002DDG (View Only)

Traveler

Traveler ID: E00045688

Traveler Name: Alan King

Organization: GSA-M-2

^ Document Information

Currency: U.S. Dollar

Type: INVITATIONAL

TA Num: TA0002DDG Purpose: MISSION (OPERATIONAL)

Location Type: CONUS

Document Details: PECI Committee Meeting

Location Purpose	Alert	Location	From	To	Per Diem Rates
		ALEXANDRIA, VA	07/18/17	07/19/17	172.00 / 69.00 (07/01/17-08/31/17)

^ Reservations

View Reservation History

PNR Status: BOOKED

Reservation Type	Vendor/Carrier	Last Date to Ticket	Cost	Lodging Location	Ticket #/Res. #	Date & Time	Emissions	Traveler
LODGE	Indigo Hotels	7/18/2017 6:35:00 AM EST	172.00	Hotel Indigo Old Town Alexandria, VA	1003288417	07/18/2017 00:00	N/A	Alan L King
COMM-CARR	American Airlines	7/18/2017 6:35:00 AM EST	176.40		1003288417	07/18/2017 14:35	326.799988 lbs CO2	Alan L King
COMM-CARR	American Airlines	7/18/2017 6:35:00 AM EST	0.00		1003288417	07/19/2017 17:45	326.799988 lbs CO2	Alan L King

^ Expenses

Total Per Diem Expenses: 275.50

Total Non-Per Diem Expenses: 225.45

Details	Alert	Date	Source	Expense Description	Expense Category	Cost	Payment Method	PerDiem
		07/17/2017		Estimated TDY Voucher Fee	Transxn Fees	14.75	EFT	
		07/17/2017		Estimated Travel Fee	Travel Transxn Fees	34.30	Invoice	
Comments: LB ATRS Domestic w-Air-Rail								
		07/18/2017	✈	Airline Flight	Com. Carrier	176.40	CBA	
		07/18/2017		Lodging	Lodging	172.00	CASH	Yes
Comments: Conf Num: 66830246 Cmt: Must cancel 1 day(s) prior to arrival.								
		07/18/2017		M&IE	M&IE-PerDiem	51.75	CASH	Yes
		07/19/2017		M&IE	M&IE-PerDiem	51.75	CASH	Yes

Receipts

Manage receipts or other document attachments: [View Receipts](#)

^ Per Diem Allowances

Total Per Diem Allowance: 275.50

Details	Alert	Actions	Date	Per Diem Rate	Lodging Cost	Lodging Allowed	M&IE Cost	M&IE Allowed	Spec	B	L	D	Conf %
▼			07/18/17	69.00	172.00	172.00	51.75	51.75					
▼			07/19/17	69.00	0.00	0.00	51.75	51.75					

^ Additional Authorizations

Special Authorizations Exist

Other Authorization

Remarks

Contract fare used or No contract fare exists for city-pair market

No Fedrooms/FEMA facilities within a reasonable proximity of TDY

^ Accounting Allocations

Accounting Total: 500.95

Alert	Organization	Label	Classification Code	Amount	Percent Allocated
	GSA-M-2	Invitational	2017-N/A-262D-00-PCEA-S00PC110-D20-PACOE-N/A-N/A-N/A-N/A-N/A-N/A-N/A	500.95	100.00 %

^ Totals

Total Reimbursable: 275.50

Disbursement Type	Amount
Estimated Cost	500.95
Advance Requested	0.00

Trip Comments

No Comments Entered

Document Status

Current Status: AUTH APPROVED

Awaiting:

for Status:

Document Routing

Name	Status	Level
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Document History (Current)

Display Full History

Date/Time	Status	Name	Remarks	Reason Desc
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07/17/2017 9:02:24 AM	AUTH APPROVED	CLINTON, JONATHAN PATRICK	**AUTO SIGNATURE WAS APPLIED**
07/17/2017 8:07:52 AM	REVIEWED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**
07/17/2017 8:06:47 AM	SUBMIT TO APPROVER	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**
07/17/2017 7:50:50 AM	CREATED	Alan King	Auto-created from reservation - NEW DOCUMENT (TA0002DDG)

Document Adjustments

Level	Date	Time	Adjustor	Remarks
1			**	



VOUCHER

AMOUNT PAID TO TRAVELER

\$413.09

Document Summary for VCH79042 (View Only)

Trip No. 1 

Traveler

Traveler ID: E00045688

Traveler Name: Alan King

Organization: GSA-M-2

^ Document Information

Currency: U.S. Dollar

Type: INVITATIONAL

TA Num: TA0002DDG Purpose: MISSION (OPERATIONAL)

Location Type: CONUS

Document Details: PECO Committee Meeting

Location Purpose	Alert	Location	From	To	Per Diem Rates
		ALEXANDRIA, VA	07/18/17	07/19/17	172.00 / 69.00 (07/01/17-08/31/17)

^ Reservations

View Reservation History

PNR Status: BOOKED

Reservation Type	Vendor/Carrier	Last Date to Ticket	Cost	Lodging Location	Ticket #/Res. #	Date & Time	Emissions	Traveler
LODGE	Indigo Hotels	7/18/2017 6:35:00 AM EST	172.00	Hotel Indigo Old Town Alexandria Alexandria, VA	1003288417	07/18/2017 00:00	N/A	Alan L King
COMM-CARR	American Airlines	7/18/2017 6:35:00 AM EST	176.40		1003288417	07/18/2017 14:35	296.399994 lbs CO2	Alan L King
COMM-CARR	American Airlines	7/18/2017 6:35:00 AM EST	0.00		1003288417	07/19/2017 17:45	296.399994 lbs CO2	Alan L King

^ Expenses

Total Per Diem Expenses: 275.50

Total Non-Per Diem Expenses: 363.04

Details	Alert	Date	Source	Expense Description	Expense Category	Cost	Payment Method	PerDiem
		07/17/2017		Travel Fee	Travel Transxn Fees	34.30	Invoice	
Comments: LB ATRS Domestic w-Air-Rail								
		07/18/2017	✈	Airline Flight	Com. Carrier	176.40	CBA	
		07/18/2017		Lodging	Lodging	172.00	CASH	Yes
⚠	Default Payment Method for this expense is not being used. Please verify for accuracy.							
⚠	Receipt required for this expense							
Comments: Conf Num: 66830246 Cmt: Must cancel 1 day(s) prior to arrival.								
		07/18/2017		Lodging Tax	Lodging	24.94	CASH	

⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.

07/18/2017	M&IE	M&IE-PerDiem	51.75	CASH	Yes
07/18/2017	Taxi	Transportation	44.32	CASH	
⚠ Receipt required for this expense					
⚠ Verify travel mode is accurate.					
07/19/2017	M&IE	M&IE-PerDiem	51.75	CASH	Yes
07/19/2017	Taxi	Transportation	68.33	CASH	
⚠ Verify travel mode is accurate.					
⚠ Receipt required for this expense					
07/27/2017	TDY Voucher Fee	Transxn Fees	14.75	EFT	

Receipts

Manage receipts or other document attachments: [View Receipts](#)

^ Per Diem Allowances

Total Per Diem Allowance: 275.50

Details	Alert	Actions	Date	Per Diem Rate	Lodging Cost	Lodging Allowed	M&IE Cost	M&IE Allowed	Spec	B	L	D	Conf %
▼			07/18/17	69.00	172.00	172.00	51.75	51.75					
▼			07/19/17	69.00	0.00	0.00	51.75	51.75					

^ Accounting Allocations

Accounting Total: 638.54

Alert	Organization	Label	Classification Code	Amount	Percent Allocated
	GSA-M-2	Invitational	2017-N/A-262X-00-EX10-S00PC120-D20-PCOEI-N/A-N/A-N/A-N/A-N/A-N/A-N/A	638.54	100.00 %

^ Totals and Travel Advances

Total Reimbursable: 413.09

Disbursement Type	Amount
Total Expenses	638.54
Non-Reimbursable Expenses	225.45
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	413.09

Trip Comments

No Comments Entered

Document Status

Current Status: CLOSED Awaiting: for Status:

Document Routing

Name	Status	Level
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Document History (Current)

Display Full History

Date/Time	Status	Name	Remarks	Reason Desc
07/31/2017 4:02:33 PM	CLOSED	EAI, EAI	EAI Document Status Update WS : 6T1720800052	
07/27/2017 12:04:57 PM	VOUCHER AWAITING PMT	EAI, EAI	EAI Document Status Update WS : Travel Voucher Received and Processed Successfully	
07/27/2017 10:19:06 AM	PENDING	SYSUTILITY	EAI Voucher Submitted	
07/27/2017 10:19:05 AM	APPROVED	BRIZZI, GIANCARLO	**AUTO SIGNATURE WAS APPLIED**	
07/27/2017 10:12:48 AM	REVIEWED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
07/27/2017 10:10:03 AM	SUBMIT TO APPROVER	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
07/27/2017 9:58:56 AM	CREATED	PALMER, KRIS L	NEW DOCUMENT (TA0002DDG)	

Document Adjustments

Level	Date	Time	Adjustor	Remarks
1			**	



RECEIPTS



07-19-17

Alan King

(b) (6)

Folio No. :
A/R Number :
Group Code :
Company :
Membership No. : PC 486658231
Invoice No. :
Room No. : 421
Arrival : 07-18-17
Departure : 07-19-17
Conf. No. : 66830246
Rate Code : IMGOV
Page No. : 1 of 1

Date	Description	Charges	Credits
07-18-17	*Accommodation	172.00	
07-18-17	State Tax 6%	10.32	
07-18-17	City Tax 8.5%	14.62	
07-18-17	Occupancy Tax	1.00	
07-19-17	MasterCard		197.94

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihgrewardsclub.com/review. We look forward to welcoming you back soon.

Total 197.94 197.94

Balance 0.00

Guest Signature: _____

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Hotel Indigo Old Town Alexandria
220 South Union Street
Alexandria, VA 22314
Telephone: (703) 721-3800 Fax: (703) 721-3801

Owned by Carr 220 South Union Street LLC and managed by IHG Management (Maryland) LLC

TO: kris.palmer@gsa.gov

FROM: Judge Alan King

**Election Integrity Commission
Organization Meeting
July 18-19, 2017
Washington, D.C.**

Judge Alan L. King

	Hotel Indigo, Alexandria, VA (GOVT rate \$172.00, plus tax) (folio attached)	\$197.94
7/18/17	Transportation from Polynesian Resort at Disney World to Orlando International Airport for first Commission meeting (Uber, attached)	\$28.96
7/18/17	Transportation from Reagan National Airport to Hotel Indigo in Alexandria (Uber, attached)	\$15.36
7/19/17	Transportation from Hotel Indigo to the Eisenhower Executive Office Bldg. (EEOB) (Uber, attached)	\$15.41
7/19/17	Transportation from the EEOB to the Reagan National Airport (Uber, attached)	\$16.38
7/19/17	Transportation from Orland International to the Polynesian Resort (Uber, attached)	\$36.54

TOTAL TRAVEL EXPENSES \$310.59

Plus: Per Diem

King, Alan

From: Alan L. King - (b) (6)
Sent: Tuesday, July 18, 2017 9:55 AM
To: King, Alan
Subject: Fwd: Your Tuesday morning trip with Uber

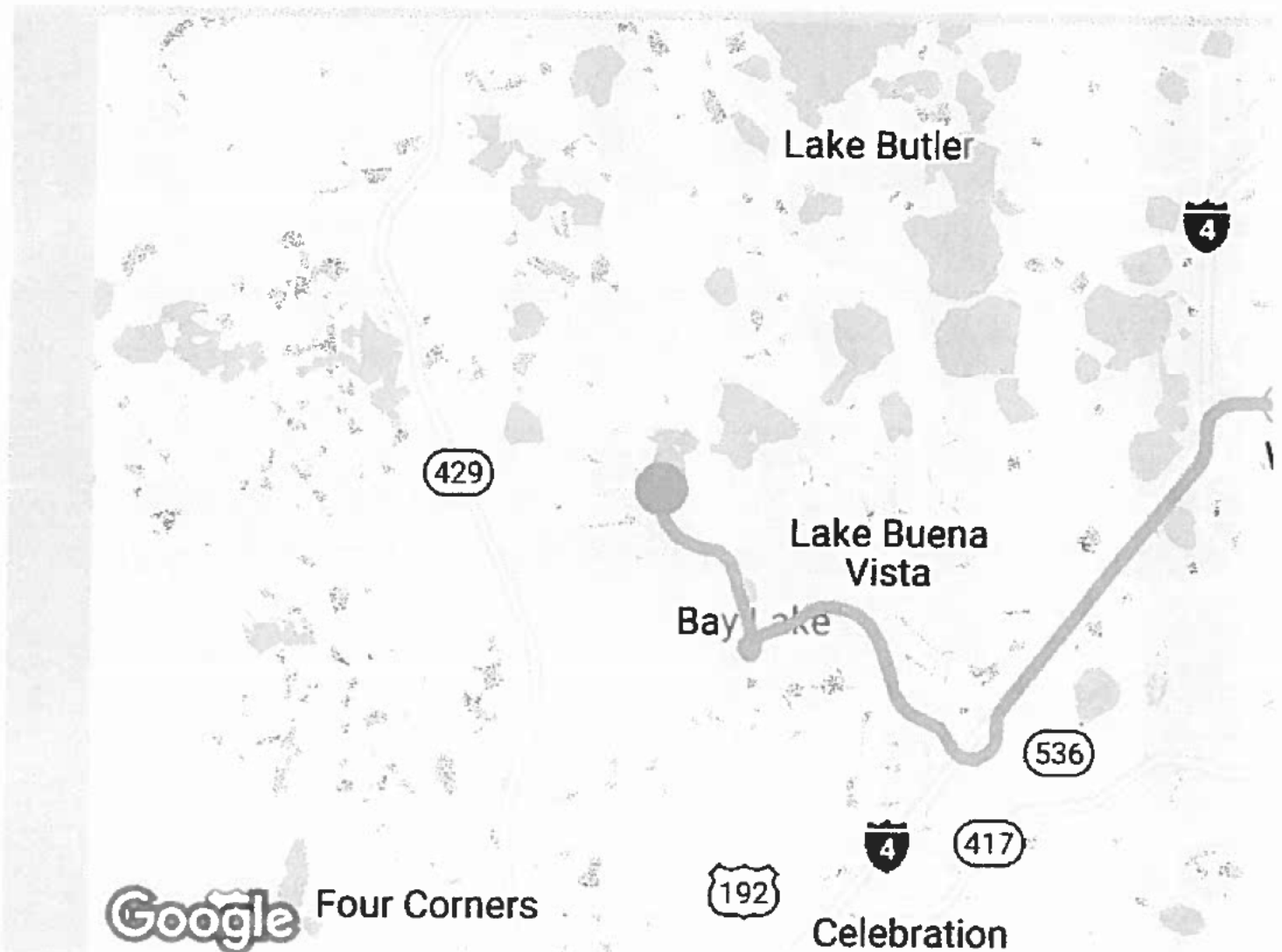
7/18/17

ORLANDO HOTEL TO
ORLANDO INT'L.

Sent from my iPhone

Begin forwarded message:

From: Uber Receipts <uber.us@uber.com>
Date: July 18, 2017 at 10:52:10 AM EDT
To: (b) (6)
Subject: Your Tuesday morning trip with Uber



\$28.96

Thanks for choosing Uber, Alan

July 18, 2017 | uberX



10:21am | Polynesian Drive, Orlan

10:51am | 27 Jeff Fuqua Blvd, Orla



You rode w
25.18
miles



Add a tip

Your Fare



King, Alan

From: Alan L. King (b) (6)
Sent: Tuesday, July 18, 2017 4:39 PM
To: King, Alan
Subject: Fwd: Your Tuesday afternoon trip with Uber

7/18/17

Sent from my iPhone

Begin forwarded message:

REAGAN NATIONAL TO
HOTEL INDIANO IN
ALEXANDRIA, VA.

From: Uber Receipts <uber.us@uber.com>
Date: July 18, 2017 at 5:12:46 PM EDT
To: (b) (6)
Subject: Your Tuesday afternoon trip with Uber



\$15.36

Thanks for choosing Uber, Alan

July 18, 2017 | uberX



04:51pm | 4 Aviation Cir, Arlington

05:12pm | 208-210 Strand St, Alex



You rode w
4.78
miles



Add a tip

Your Fare



King, Alan

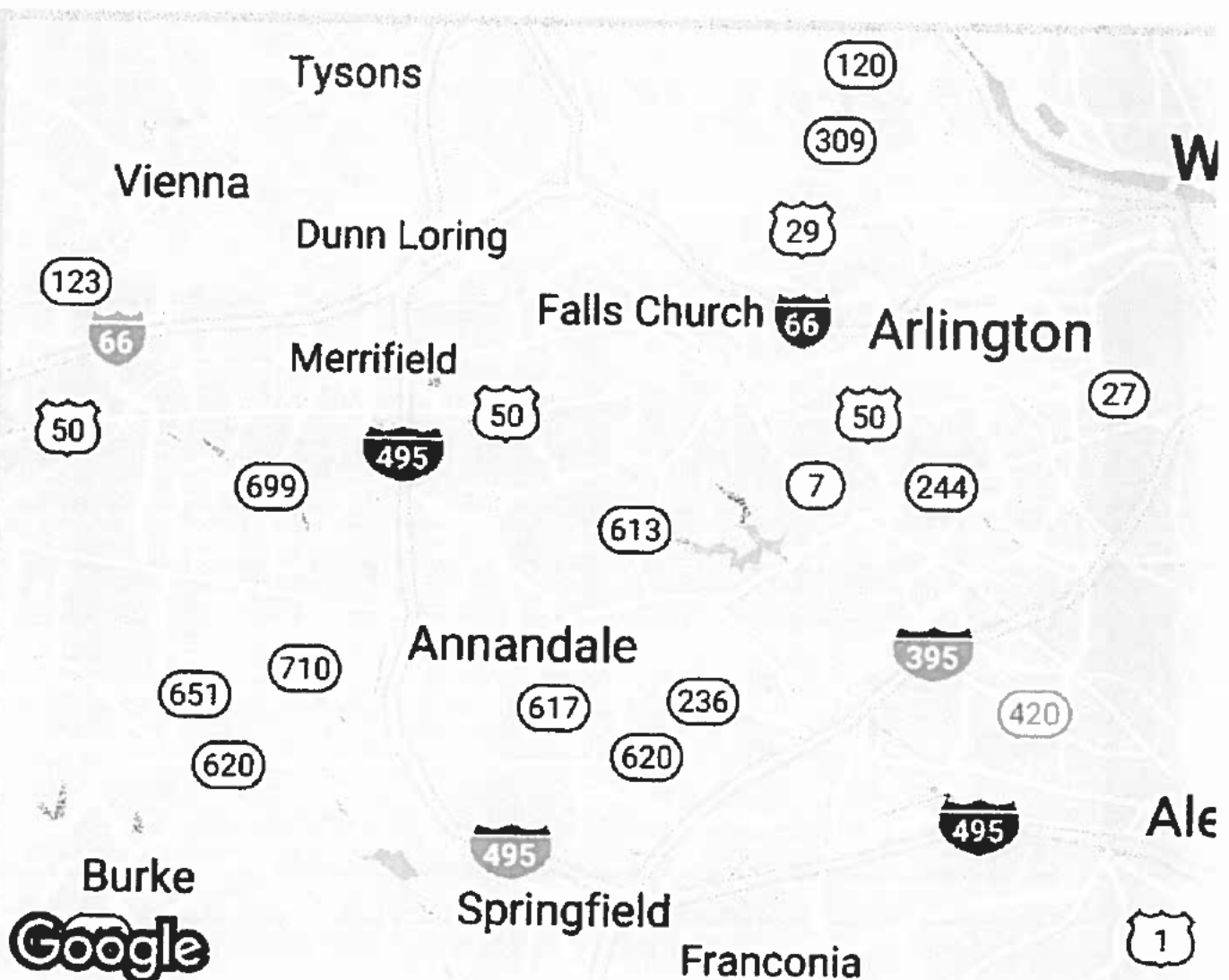
From: Alan L. King (b) (6)
Sent: Wednesday, July 19, 2017 6:32 AM
To: King, Alan
Subject: Fwd: Your Wednesday morning trip with Uber

Sent from my iPhone

7/19/17
HOTEL INDIGO IN ALEXANDRIA
TO EEB

Begin forwarded message:

From: Uber Receipts <uber.us@uber.com>
Date: July 19, 2017 at 7:08:47 AM EDT
To: (b) (6)
Subject: Your Wednesday morning trip with Uber



\$15.41

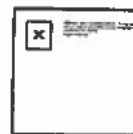
Thanks for choosing Uber, Alan

July 19, 2017 | uberX



06:48am | 210 S Union St, Alexandria

07:08am | 727-741 17th St NW, Washington



You rode w
8.88
miles



Add a tip

Your Fare



King, Alan

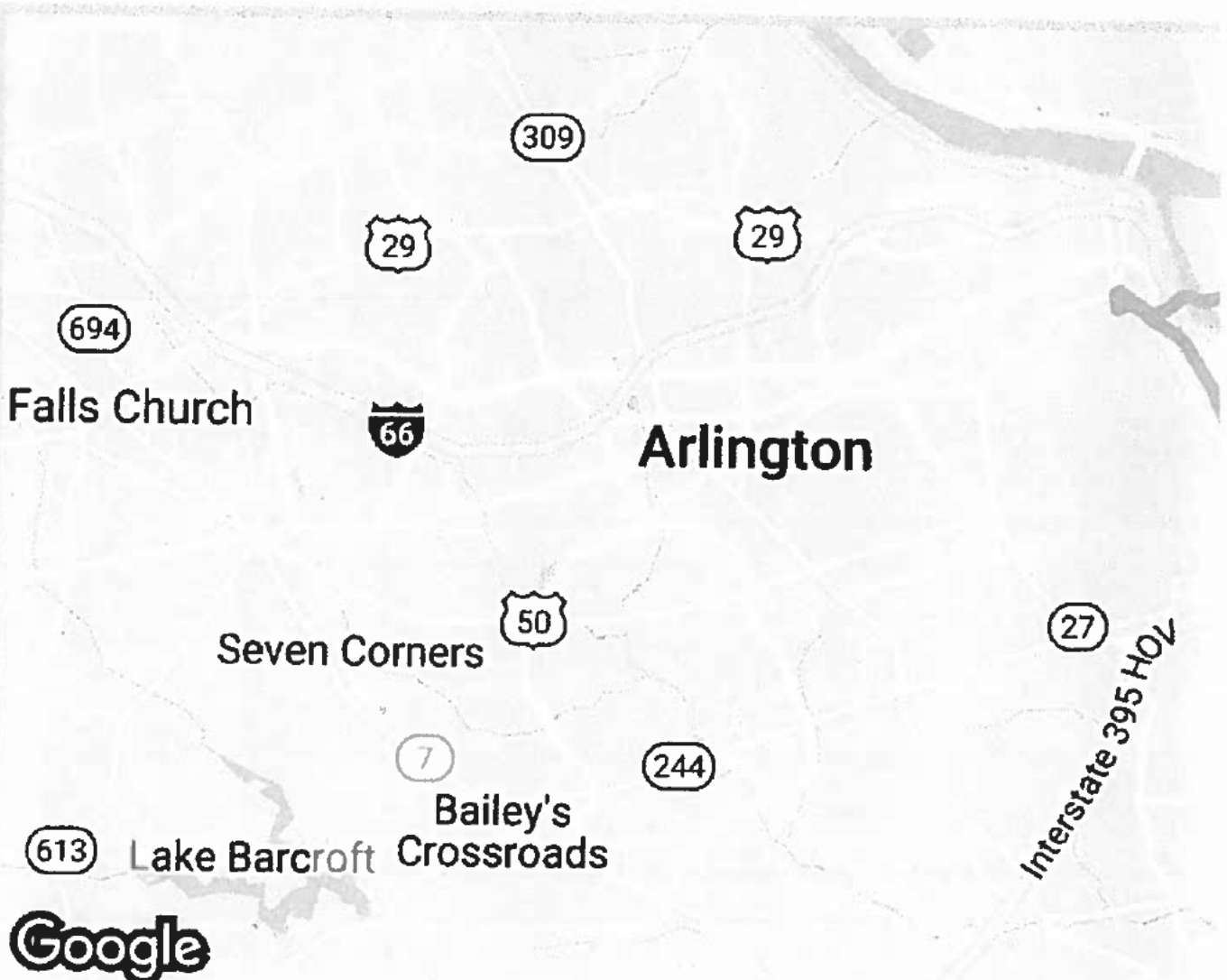
From: Alan L. King (b) (6)
Sent: Wednesday, July 19, 2017 2:53 PM
To: King, Alan
Subject: Fwd: Your Wednesday afternoon trip with Uber

Sent from my iPhone

Begin forwarded message:

From: Uber Receipts <uber.us@uber.com>
Date: July 19, 2017 at 3:10:31 PM EDT
To: (b) (6)
Subject: Your Wednesday afternoon trip with Uber

7/19/17
WH TO REAGAN INT'L.
(BEOB)



\$16.38

Thanks for choosing Uber, Alan

July 19, 2017 | uberX



02:54pm | 727-741 17th St NW, W

03:10pm | 4 Aviation Cir, Arlington,



You rode w
6.77
miles



Add a tip

Your Fare



King, Alan

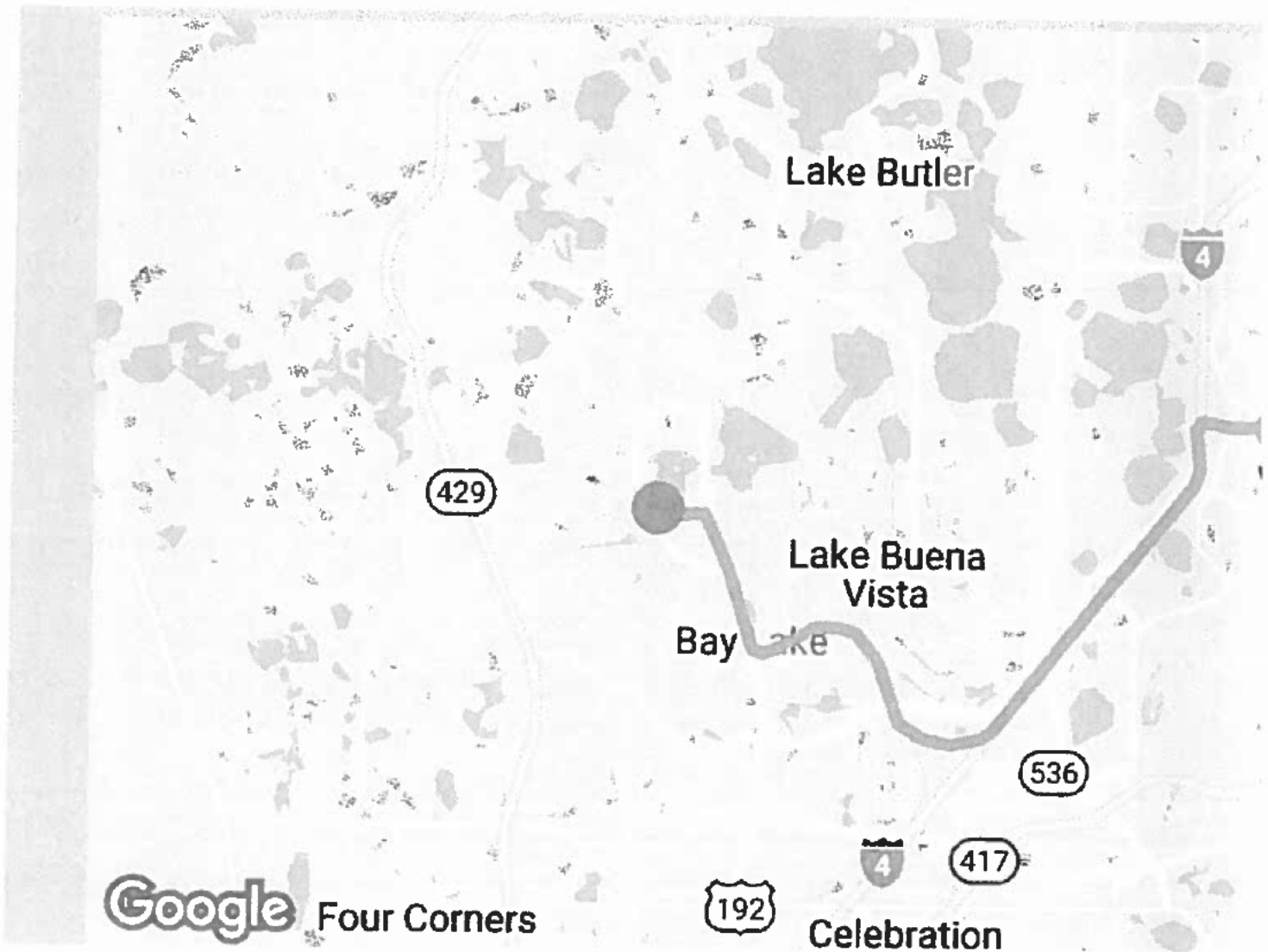
From: Alan L. King (b) (6)
Sent: Wednesday, July 19, 2017 8:56 PM
To: King, Alan
Subject: Fwd: Your Wednesday evening trip with Uber

Sent from my iPhone

7/19/17
ORLANDO INT'L.
TO HOTEL (POLYNESIA)

Begin forwarded message:

From: Uber Receipts <uber.us@uber.com>
Date: July 19, 2017 at 9:09:49 PM EDT
To: (b) (6)
Subject: Your Wednesday evening trip with Uber



\$36.54

Thanks for choosing Uber, Alan

July 19, 2017 | uberX



08:34pm | 20 Jeff Fuqua Blvd, Orlando

09:09pm | Polynesian Drive, Orlando



You rode w
24.70
miles



Add a tip

Your Fare





AUTHORIZATION

Document Summary for TA0002DAN (View Only)

Traveler **Traveler ID:** E00045685 **Traveler Name:** Connie Lawson **Organization:** GSA-M-2

^ Document Information

Currency: U.S. Dollar **Type:** INVITATIONAL

TA Num: TA0002DAN **Purpose:** MISSION (OPERATIONAL) **Location Type:** CONUS
Document Details: PEGI COMMITTEE MEETING

Location Purpose	Alert	Location	From	To	Per Diem Rates
MISSION (OPERATIONAL)		WASHINGTON, DC	07/18/17	07/19/17	172.00 / 69.00 (07/01/17-08/31/17)

^ Reservations

View Reservation History **PNR Status:** BOOKED

Reservation Type	Vendor/Carrier	Last Date to Ticket	Cost	Lodging Location	Ticket #/Res. #	Date & Time	Emissions	Traveler
COMM-CARR	American Airlines	7/16/2017 2:50:00 PM EST	447.40		1003284880	07/18/2017 16:50	214.139999 lbs CO2	Connie S Lawson
COMM-CARR	American Airlines	7/16/2017 2:50:00 PM EST	0.00		1003284880	07/19/2017 19:46	214.139999 lbs CO2	Connie S Lawson

^ Expenses

Total Per Diem Expenses: 275.50 **Total Non-Per Diem Expenses:** 496.45

Details	Alert	Date	Source	Expense Description	Expense Category	Cost	Payment Method	PerDiem
		07/14/2017		Estimated TDY Voucher Fee	Transxn Fees	14.75	EFT	
		07/14/2017		Estimated Travel Fee	Travel Transxn Fees	34.30	Invoice	
Comments: LB ATRS Domestic w-Air-Rail								
		07/18/2017	✈	Airline Flight	Com. Carrier	447.40	CBA	
		07/18/2017		Lodging	Lodging	172.00	CASH	Yes
		07/18/2017		M&IE	M&IE-PerDiem	51.75	CASH	Yes
		07/19/2017		M&IE	M&IE-PerDiem	51.75	CASH	Yes

Receipts

Manage receipts or other document attachments: [View Receipts](#)

^ Per Diem Allowances

Total Per Diem Allowance: 275.50

Details	Alert	Actions	Date	Per Diem Rate	Lodging Cost	Lodging Allowed	M&IE Cost	M&IE Allowed	Spec	B	L	D	Conf %
✓			07/18/17	69.00	172.00	172.00	51.75	51.75					
✓			07/19/17	69.00	0.00	0.00	51.75	51.75					

^ Additional Authorizations

Special Authorizations Exist

Other Authorization

Remarks

No hotel required, Non-conventional Lodging Used

Contract fare used or No contract fare exists for city-pair market

^ Accounting Allocations

Accounting Total: 771.95

Alert	Organization	Label	Classification Code	Amount	Percent Allocated
	GSA-M-2	Invitational Travel - FY17	2017-N/A-262D-00-PCEA-S00PC110-D20- PACOE-N/A-N/A-N/A-N/A-N/A-N/A-N/A	771.95	100.00 %

^ Totals

Total Reimbursable: 275.50

Disbursement Type	Amount
Estimated Cost	771.95
Advance Requested	0.00

Trip Comments

No Comments Entered

Document Status

Current Status: AUTH APPROVED

Awaiting:

for Status:

Document Routing

Name	Status	Level
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Document History (Current)

Display Full History

Date/Time	Status	Name	Remarks	Reason Desc
07/14/2017 11:42:27 AM	AUTH APPROVED	CLINTON, JONATHAN PATRICK	**AUTO SIGNATURE WAS APPLIED**	
07/14/2017 11:40:22 AM	REVIEWED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
07/14/2017 11:39:05 AM	SUBMIT TO APPROVER	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	

07/14/2017 10:49:51 AM	RESERVATIONS UPDATED	Connie Lawson	Auto-updated from reservation - Reservations updates for tripnum 1
07/14/2017 10:49:27 AM	CREATED	Connie Lawson	Auto-created from reservation - NEW DOCUMENT (TA0002DAN)

Document Adjustments

Level	Date	Time	Adjustor	Remarks
1			**	



VOUCHER

AMOUNT PAID TO TRAVELER

\$373.90

Document Summary for VCH79025 (View Only)

Trip No. 1 

Traveler

Traveler ID: E00045685

Traveler Name: Connie Lawson

Organization: GSA-M-2

^ Document Information

Currency: U.S. Dollar

Type: INVITATIONAL

TA Num: TA0002DAN

Purpose: MISSION (OPERATIONAL)

Location Type: CONUS

Document Details: PECI COMMITTEE MEETING

Location Purpose	Alert	Location	From	To	Per Diem Rates
MISSION (OPERATIONAL)		WASHINGTON, DC	07/18/17	07/19/17	172.00 / 69.00 (07/01/17-08/31/17)

^ Reservations

View Reservation History

PNR Status: BOOKED

Reservation Type	Vendor/Carrier	Last Date to Ticket	Cost	Lodging Location	Ticket #/Res. #	Date & Time	Emissions	Traveler
COMM-CARR	American Airlines	7/16/2017 2:50:00 PM EST	447.40		1003284880	07/18/2017 16:50	194.220001 lbs CO2	Connie S Lawson
COMM-CARR	American Airlines	7/16/2017 2:50:00 PM EST	0.00		1003284880	07/19/2017 19:46	194.220001 lbs CO2	Connie S Lawson

^ Expenses

Total Per Diem Expenses: 275.50

Total Non-Per Diem Expenses: 594.85

Details	Alert	Date	Source	Expense Description	Expense Category	Cost	Payment Method	PerDiem
		07/14/2017		Travel Fee	Travel Transxn Fees	34.30	Invoice	
Comments: LB ATRS Domestic w-Air-Rail								
		07/18/2017	✈	Airline Flight	Com. Carrier	447.40	CBA	
		07/18/2017		Lodging	Lodging	172.00	CASH	Yes
⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.								
⚠ Receipt required for this expense								
		07/18/2017		Lodging Tax	Lodging	24.94	CASH	
⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.								
		07/18/2017		M&IE	M&IE-PerDiem	51.75	CASH	Yes
		07/18/2017		Taxi	Transportation	22.30	CASH	
⚠ Verify travel mode is accurate.								

07/19/2017	M&IE	M&IE-PerDiem	51.75	CASH	Yes
07/19/2017	Taxi	Transportation	51.16	CASH	
▲ Verify travel mode is accurate.					
▲ Receipt required for this expense					
07/27/2017	TDY Voucher Fee	Transxn Fees	14.75	EFT	

Receipts

Manage receipts or other document attachments: [View Receipts](#)

^ Per Diem Allowances

Total Per Diem Allowance: 275.50

Details	Alert	Actions	Date	Per Diem Rate	Lodging Cost	Lodging Allowed	M&IE Cost	M&IE Allowed	Spec	B	L	D	Conf %
✓			07/18/17	69.00	172.00	172.00	51.75	51.75					
✓			07/19/17	69.00	0.00	0.00	51.75	51.75					

^ Accounting Allocations

Accounting Total: 870.35

Alert	Organization	Label	Classification Code	Amount	Percent Allocated
	GSA-M-2	Invitational	2017-N/A-262X-00-EX10-S00PC120-D20-PCOEI-N/A-N/A-N/A-N/A-N/A-N/A-N/A	870.35	100.00 %

^ Totals and Travel Advances

Total Reimbursable: 373.90

Disbursement Type	Amount
Total Expenses	870.35
Non-Reimbursable Expenses	496.45
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	373.90

Trip Comments

[View Comment History](#)

No Comments Entered

Document Status

Current Status: CLOSED

Awaiting:

for Status:

Document Routing

Name	Status	Level
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Document History (Current)

Display Full History

Date/Time	Status	Name	Remarks	Reason Desc
08/02/2017 3:07:40 PM	CLOSED	EAI, EAI	EAI Document Status Update WS : 6T1720800050	
08/01/2017 11:03:12 AM	VOUCHER AWAITING PMT	EAI, EAI	EAI Document Status Update WS : Travel Voucher Received and Processed Successfully	
08/01/2017 9:27:57 AM	PENDING	SYSUTILITY	EAI Voucher Submitted	
08/01/2017 9:27:56 AM	APPROVED	CLINTON, JONATHAN PATRICK	**AUTO SIGNATURE WAS APPLIED**	
08/01/2017 7:38:52 AM	REVIEWED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
08/01/2017 7:37:33 AM	SUBMIT TO APPROVER	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
08/01/2017 7:36:53 AM	ADJUSTED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
07/28/2017 2:32:24 AM	RETURNED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
07/27/2017 11:13:45 AM	SUBMIT TO TRAVELER	WHITTINGTON, VALERIE R	**AUTO SIGNATURE WAS APPLIED**	
07/27/2017 11:12:22 AM	ADJUSTED	WHITTINGTON, VALERIE R	**AUTO SIGNATURE WAS APPLIED**	
07/27/2017 11:04:53 AM	REJECTED BY FIN SYS	EAI, EAI	EAI Document Status Update WS : Errors encountered - see Claim History. The following problems were found: (Third Party Payment\Third Party Payment Line 1\Org Code) GS5555E - The specified Org Code, S00PC110, cannot be used for new transactions for BFY 2017. (Third Party Payment\Third Party Payment Line 2\Org Code) GS5555E - The specified Org Code, S00PC110, cannot be used for new transactions for BFY 2017.	
07/27/2017 9:58:24 AM	PENDING	SYSUTILITY	EAI Voucher Submitted	
07/27/2017 9:58:23 AM	APPROVED	BRIZZI, GIANCARLO	**AUTO SIGNATURE WAS APPLIED**	
07/27/2017 8:22:09 AM	REVIEWED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
07/27/2017 8:15:52 AM	SUBMIT TO APPROVER	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
07/27/2017 8:01:22 AM	CREATED	PALMER, KRIS L	NEW DOCUMENT (TA0002DAN)	

Document Adjustments

Level	Date	Time	Adjustor	Remarks
3	08/01/17	7:36AM	KRIS PALMER **	
2	07/27/17	11:12AM	VALERIE WHITTINGTON	

1	07/27/17	8:01AM	PALMER, KRIS L
---	----------	--------	----------------



RECEIPTS



07-19-17

Connie Lawson	Folio No. :	Room No. : 207
(b) (6)	A/R Number :	Arrival : 07-18-17
	Group Code :	Departure : 07-19-17
United States	Company :	Conf. No. : 67186323
	Membership No. : PC 869909940	Rate Code : IMG0V
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
07-18-17	*Accommodation	172.00	
07-18-17	State Tax 6%	10.32	
07-18-17	City Tax 8.5%	14.62	
07-18-17	Occupancy Tax	1.00	
07-19-17	American Express		197.94
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihgwardsclub.com/review . We look forward to welcoming you back soon.		Total	197.94
		Balance	0.00

Guest Signature: _____

I have received the goods and / or services in the amount shown herein. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Hotel Indigo Old Town Alexandria
220 South Union Street
Alexandria, VA 22314
Telephone: (703) 721-3800 Fax: (703) 721-3801

Owned by Carr 220 South Union Street LLC and managed by IHG Management (Maryland) LLC

Taxi Cab Receipt

DATE: 7/18/17 TIME: 7:25 PM
TRIP ORIGIN: Washington National
DESTINATION: Metrolia, Alexandria
FARE: \$ 22.30
SIGNATURE: Corrie [Signature]

PRINTED RECEIPT

* copy *
Alexandria Yellow
Cab #189
(703) 549-2500
Alexandria, VA
07/19/17 07:36

--ORIGINAL--
CLASSIC CAB
CAB # F938
CUSTOMER COPY
07/19/17 TR 1865
START END MILES
14:39 15:00 5.9
REGULAR FARE
FARE: \$ 19.18
EXTRA: \$ 0.00
TDLL: \$ 0.00
SRCH: \$ 0.75
TIP: \$ 3.85
TOTAL: \$ 23.78

CARD: 2007
AUTH: 827945

DFHV COMPLAINT:
LINE AND
WEBSITE ADDRESS:
855-484-4966
TTY 711 HTTP://
DFHV.DC.GOV/

TRIP ID:
START TIME: 07:10
END TIME: 07:36
DIST: 8.10

FARE: \$ 24.24
TIP: \$ 3.64
EXTRAS: \$ 0.00

TOTAL: \$ 27.88
CARD BAL: \$
DUE: \$ 0.00

xxxx2007
MID445100001996
AUTHchL1AhGTaG03LaAMHFpCA01vr8E

SIGN HERE:

4 WAYS TO BOOK A RIDE:
- Call (703) 549-2500
- AlexandriaYellowCab.com
- Download occurb.com/app
- [unclear] 0000107



AUTHORIZATION

Document Summary for TA0002DAX (View Only)

Traveler

Traveler ID: E00045684

Traveler Name: David Dunn

Organization: GSA-M-2

^ Document Information

Currency: U.S. Dollar

Type: INVITATIONAL

TA Num: TA0002DAX Purpose: MISSION (OPERATIONAL)

Location Type: CONUS

Document Details: PEI COMMITTEE MEETING

Location Purpose	Alert	Location	From	To	Per Diem Rates
		WASHINGTON, DC	07/18/17	07/20/17	172.00 / 69.00 (07/01/17-08/31/17)

^ Reservations

View Reservation History

PNR Status: BOOKED

Reservation Type	Vendor/Carrier	Last Date to Ticket	Cost	Lodging Location	Ticket #/Res. #	Date & Time	Emissions	Traveler
LODGE	Hilton	7/16/2017 10:00:00 AM EST	430.00	Capital Hilton Washington, DC,DC	1003285176	07/18/2017 00:00	N/A	David K Dunn
COMM-CARR	American Airlines	7/16/2017 10:00:00 AM EST	448.90		1003285176	07/18/2017 11:00	326.799988 lbs CO2	David K Dunn
COMM-CARR	American Airlines	7/16/2017 10:00:00 AM EST	0.00		1003285176	07/20/2017 11:27	326.799988 lbs CO2	David K Dunn

^ Expenses

Total Per Diem Expenses: 516.50

Total Non-Per Diem Expenses: 497.95

Details	Alert	Date	Source	Expense Description	Expense Category	Cost	Payment Method	PerDiem
		07/14/2017		Estimated TDY Voucher Fee	Transxn Fees	14.75	EFT	
		07/14/2017		Estimated Travel Fee	Travel Transxn Fees	34.30	Invoice	
Comments: LB ATRS Domestic w-Air-Rail								
		07/18/2017	✈	Airline Flight	Com. Carrier	448.90	CBA	
		07/18/2017		Lodging	Lodging	215.00	CASH	Yes
Comments: Conf Num: 3359568094 Cmt: Must cancel 2 day(s) prior to arrival.								
		07/18/2017		Lodging Owed by Traveler	Lodging	-43.00	CASH	Yes
		07/18/2017		M&IE	M&IE-PerDiem	51.75	CASH	Yes
		07/19/2017		Lodging	Lodging	215.00	CASH	Yes

Comments: Conf Num: 3359568094 Cmt: Must cancel 2 day(s) prior to arrival.

07/19/2017	Lodging Owed by Traveler	Lodging	-43.00	CASH	Yes
07/19/2017	M&IE	M&IE-PerDiem	69.00	CASH	Yes
07/20/2017	M&IE	M&IE-PerDiem	51.75	CASH	Yes

Receipts

Manage receipts or other document attachments: [View Receipts](#)

^ Per Diem Allowances

Total Per Diem Allowance: 516.50

Details	Alert	Actions	Date	Per Diem Rate	Lodging Cost	Lodging Allowed	M&IE Cost	M&IE Allowed	Spec	B	L	D	Conf %
✓			07/18/17	69.00	215.00	172.00	51.75	51.75					
✓			07/19/17	69.00	215.00	172.00	69.00	69.00					
✓			07/20/17	69.00	0.00	0.00	51.75	51.75					

^ Additional Authorizations

Special Authorizations Exist

Other Authorization

Remarks

Contract fare used or No contract fare exists for city-pair market

Higher rate booked - lower cost room type sold out

No Fedrooms/FEMA facilities within a reasonable proximity of TDY

^ Accounting Allocations

Accounting Total: 1,014.45

Alert	Organization	Label	Classification Code	Amount	Percent Allocated
	GSA-M-2	Invitational Travel - FY17	2017-N/A-262D-00-PCEA-S00PC110-D20-PACOE-N/A-N/A-N/A-N/A-N/A-N/A-N/A	1,014.45	100.00 %

^ Totals

Total Reimbursable: 516.50

Disbursement Type	Amount
Estimated Cost	1,014.45
Advance Requested	0.00

Trip Comments

No Comments Entered

Document Status

Current Status: AUTH APPROVED Awaiting: for Status:

Document Routing

Name	Status	Level
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Document History (Current)

Display Full History

Date/Time	Status	Name	Remarks	Reason Desc
07/14/2017 12:05:26 PM	AUTH APPROVED	CLINTON, JONATHAN PATRICK	**AUTO SIGNATURE WAS APPLIED**	
07/14/2017 11:58:31 AM	REVIEWED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
07/14/2017 11:57:23 AM	SUBMIT TO APPROVER	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
07/14/2017 11:26:45 AM	RESERVATIONS UPDATED	David Dunn	Auto-updated from reservation - Reservations updates for tripnum 1	
07/14/2017 11:26:15 AM	CREATED	David Dunn	Auto-created from reservation - NEW DOCUMENT (TA0002DAX)	

Document Adjustments

Level	Date	Time	Adjustor	Remarks
1			**	



VOUCHER

AMOUNT PAID TO TRAVELER

\$562.81

Document Summary for VCH78854 (View Only)

Trip No. 1

Traveler

Traveler ID: E00045684

Traveler Name: David Dunn

Organization: GSA-M-2

^ Document Information

Currency: U.S. Dollar

Type: INVITATIONAL

TA Num: TA0002DAX

Purpose: MISSION (OPERATIONAL)

Location Type: CONUS

Document Details: PECI COMMITTEE MEETING

Location Purpose	Alert	Location	From	To	Per Diem Rates
		WASHINGTON, DC	07/18/17	07/20/17	172.00 / 69.00 (07/01/17-08/31/17)

^ Reservations

View Reservation History

PNR Status: BOOKED

Reservation Type	Vendor/Carrier	Last Date to Ticket	Cost	Lodging Location	Ticket #/Res. #	Date & Time	Emissions	Traveler
LODGE	Hilton	7/16/2017 10:00:00 AM EST	430.00	Capital Hilton Washington, DC,DC	1003285176	07/18/2017 00:00	N/A	David K Dunn
COMM-CARR	American Airlines	7/16/2017 10:00:00 AM EST	448.90		1003285176	07/18/2017 11:00	296.399994 lbs CO2	David K Dunn
COMM-CARR	American Airlines	7/16/2017 10:00:00 AM EST	0.00		1003285176	07/20/2017 11:27	296.399994 lbs CO2	David K Dunn

^ Expenses

Total Per Diem Expenses: 516.50

Total Non-Per Diem Expenses: 544.26

Details	Alert	Date	Source	Expense Description	Expense Category	Cost	Payment Method	PerDiem
		07/14/2017		Travel Fee	Travel Transxn Fees	34.30	Invoice	
Comments: LB ATRS Domestic w-Air-Rail								
		07/18/2017	✈	Airline Flight	Com. Carrier	448.90	CBA	
		07/18/2017		Lodging	Lodging	215.00	CASH	Yes
⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.								
⚠ Receipt required for this expense								
Comments: Conf Num: 3359568094 Cmt: Must cancel 2 day(s) prior to arrival.								
		07/18/2017		Lodging Owed by Traveler	Lodging	-43.00	CASH	Yes

▲ Default Payment Method for this expense is not being used. Please verify for accuracy.

07/18/2017	M&IE	M&IE-PerDiem	51.75	CASH	Yes
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07/19/2017	Lodging	Lodging	215.00	CASH	Yes
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▲ Default Payment Method for this expense is not being used. Please verify for accuracy.

▲ Receipt required for this expense

Comments: Conf Num: 3359568094 Cmt: Must cancel 2 day(s) prior to arrival.

07/19/2017	Lodging Owed by Traveler	Lodging	-43.00	CASH	Yes
------------	--------------------------	---------	--------	------	-----

▲ Default Payment Method for this expense is not being used. Please verify for accuracy.

07/19/2017	Lodging Tax	Lodging	24.94	CASH	
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▲ Default Payment Method for this expense is not being used. Please verify for accuracy.

07/19/2017	M&IE	M&IE-PerDiem	69.00	CASH	Yes
------------	------	--------------	-------	------	-----

07/20/2017	M&IE	M&IE-PerDiem	51.75	CASH	Yes
------------	------	--------------	-------	------	-----

07/20/2017	Taxi	Transportation	21.37	CASH	
------------	------	----------------	-------	------	--

▲ Verify travel mode is accurate.

07/25/2017	TDY Voucher Fee	Transxn Fees	14.75	EFT	
------------	-----------------	--------------	-------	-----	--

Receipts

Manage receipts or other document attachments: [View Receipts](#)

^ Per Diem Allowances

Total Per Diem Allowance: 516.50

Details	Alert	Actions	Date	Per Diem Rate	Lodging Cost	Lodging Allowed	M&IE Cost	M&IE Allowed	Spec	B	L	D	Conf %
▼			07/18/17	69.00	215.00	172.00	51.75	51.75					
▼			07/19/17	69.00	215.00	172.00	69.00	69.00					
▼			07/20/17	69.00	0.00	0.00	51.75	51.75					

^ Accounting Allocations

Accounting Total: 1,060.76

Alert	Organization	Label	Classification Code	Amount	Percent Allocated
	GSA-M-2	Invitational	2017-N/A-262X-00-EX10-S00PC120-D20-PCOEI-N/A-N/A-N/A-N/A-N/A-N/A-N/A	1,060.76	100.00 %

^ Totals and Travel Advances

Total Reimbursable: 562.81

Disbursement Type	Amount
Total Expenses	1,060.76
Non-Reimbursable Expenses	497.95
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	562.81

Trip Comments

[View Comment History](#)

No Comments Entered

Document Status

Current Status: CLOSED

Awaiting:

for Status:

Document Routing

Name	Status	Level
------	--------	-------

Document History (Current)

[Display Full History](#)

Date/Time	Status	Name	Remarks	Reason Desc
08/02/2017 3:07:52 PM	CLOSED	EAI, EAI	EAI Document Status Update WS : 6T1720800048	
08/01/2017 11:03:12 AM	VOUCHER AWAITING PMT	EAI, EAI	EAI Document Status Update WS : Travel Voucher Received and Processed Successfully	
08/01/2017 9:29:22 AM	APPROVED	CLINTON, JONATHAN PATRICK	**AUTO SIGNATURE WAS APPLIED**	
08/01/2017 9:29:22 AM	PENDING	SYSUTILITY	EAI Voucher Submitted	
08/01/2017 7:40:58 AM	REVIEWED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
08/01/2017 7:40:22 AM	SUBMIT TO APPROVER	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
08/01/2017 7:39:48 AM	ADJUSTED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
08/01/2017 5:21:40 AM	ADJUSTED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
07/28/2017 1:31:31 PM	SUBMIT TO TRAVELER	WHITTINGTON, VALERIE R	**AUTO SIGNATURE WAS APPLIED**	
07/28/2017 1:30:24 PM	ADJUSTED	WHITTINGTON, VALERIE R	**AUTO SIGNATURE WAS APPLIED**	
07/27/2017 11:14:22 AM	ADJUSTED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
07/27/2017 11:04:53 AM	REJECTED BY FIN SYS	EAI, EAI	EAI Document Status Update WS : Errors encountered - see Claim History. The following problems were found: (Third Party Payment\Third Party Payment Line 1\Org Code) GS5555E - The specified Org Code, S00PC110,	

cannot be used for new transactions for BFY 2017.
 (Third Party Payment\Third Party Payment Line 2\Org
 Code) GS5555E - The specified Org Code, S00PC110,
 cannot be used for new transactions for BFY 2017.

07/27/2017 9:58:21 AM	PENDING	SYSUTILITY	EAI Voucher Submitted
07/27/2017 9:58:20 AM	APPROVED	BRIZZI, GIANCARLO	**AUTO SIGNATURE WAS APPLIED**
07/25/2017 9:38:38 AM	REVIEWED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**
07/25/2017 9:37:40 AM	SUBMIT TO APPROVER	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**
07/25/2017 8:43:32 AM	CREATED	PALMER, KRIS L	NEW DOCUMENT (TA0002DAX)

Document Adjustments

Level	Date	Time	Adjustor	Remarks
5	08/01/17	7:39AM	KRIS PALMER **	
4	08/01/17	5:21AM	KRIS PALMER	
3	07/28/17	1:30PM	VALERIE WHITTINGTON	
2	07/27/17	11:14AM	KRIS PALMER	
1	07/25/17	8:43AM	PALMER, KRIS L	



RECEIPTS



CAPITAL HILTON
1001 16th Street | Washington, DC | 20036
T: 202 393 1000 | F: 202 639 5784
W: capital.hilton.com

NAME AND ADDRESS:

DUNN, DAVID K

Room: 837/Q1D
Arrival Date: 7/18/2017 3:52:00 PM
Departure Date: 7/20/2017

Adult/Child: 0/0
Room Rate: 215.00

Rate Plan: G3
HH #: 827***** BLUE
AL:
Car:

Confirmation Number: *****

7/19/2017

DATE	DESCRIPTION	ID	REF. NO	CHARGES	CREDITS	BALANCE
7/18/2017	GUEST ROOM	GMEL	7907053	\$215.00		
7/18/2017	ROOM TAX	GMEL	7907053	\$31.18		
7/19/2017	THE STATLER LOUNGE	LINTR	7907664	\$45.15		
7/19/2017	GUEST ROOM	GMEL	7908148	\$215.00		
7/19/2017	ROOM TAX	GMEL	7908148	\$31.18		
	WILL BE SETTLED TO VS*3023					\$537.51
	EFFECTIVE BALANCE OF					\$0.00



ACCOUNT NO.

DATE OF CHARGE

FOUO NO./CHECK NO.
1512261 A

CARD MEMBER NAME

AUTHORIZATION

INITIAL

ESTABLISHMENT NO. & LOCATION

ESTABLISHMENT ACCELS TO TRANSFER TO CARD HOLDER FOR PAYMENT

PURCHASES & SERVICES

TAXES

TIPS & MISC.

CARD MEMBER'S SIGNATURE

TOTAL AMOUNT

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

PAYMENT DUE UPON RECEIPT



AMERICAS • EUROPE • MIDDLE EAST • AFRICA • ASIA • AUSTRALASIA

American

BAGGAGE CHARGE RECEIPT

PASSENGER NAME
DUNN/DAVID K

UPT050LB 23KG AND62LI

1

25.00 USD

DCA MEM - AA

Total with Applicable TFC
Credit Card

VI XXXXXXXXXXXXX3023

25.00 USD

Fare 25.00USD

FLIGHT

DATE

4281

JULY 20, 2017

TFC=TAXES, FEES & CHARGES

TFC

TFC

PNR: AEWNYE

Agent: DCA-C54

001

0287888785

2

NOT VALID FOR TRAVEL

Total

25.00USD

PASSENGER TICKET AND BAGGAGE CHECK
SUBJECT TO CONDITIONS OF CONTRACT

PASSENGER RECEIPT

(AMERICAN AIRLINES
REFUNDABLE ONLY WITH
US RELATED FLIGHT CPN
RETAIN THIS RECEIPT
THROUGHOUT JOURNEY

AMERICAN AIRLINES

ISS. AGENT

18 JUL 17

NAME OF PASSENGER (NOT TRANSFERABLE)

DUNN/DAVID K

FLIGHT

CLAS DATE

TIME

STATUS

NOT VALID AFTER

NOT VALID FOR

TRANSPORTATION

PSGR TICKET 0018637928290

MEMO: AA

UPT050LB 23KG AND62LI

ISSUED IN EXCHANGE FOR

25.00

American Airlines
DUNN/DAVID K
18 JUL
IA 464818 DCA

PNR:
AEWNYE

WASHINGTON REAGAD
1001751040

FARE

USD 25.00

EQUITY FARE PAID

FORM OF PAYMENT

FP CASH

TAXES/CHARGE

NA

PCS

OK WT

UNCL WT

ISS. NO

ALLOY

PCS

OK WT

UNCL WT

TAXES/CHARGE

NA

STOCK CONTROL NUMBER TX

COUPON

AIRLINE

FORM CONTROL NO

OK

TAXES/CHARGE

NA

STOCK CONTROL NUMBER TX

COUPON

AIRLINE

FORM CONTROL NO

OK

TOTAL

USD 25.00

NA

STOCK CONTROL NUMBER TX

COUPON

AIRLINE

FORM CONTROL NO

OK

TOTAL

USD 25.00

NA

STOCK CONTROL NUMBER TX

COUPON

AIRLINE

FORM CONTROL NO

OK

Do not expose to excessive heat or direct sunlight.

STAPLE
HERE

PRINTED IN U.S.A. BY AMERICAN AIRLINES AND LABEL CORP., DALLAS, TX

SIGN HERE:

AUTH 070138

VISA XXXX6935
MID 445100500997

TOTAL \$ 21.37

DIST... 5.30
FARE... 17.56
TIP... 3.56
EXTRAS... 0.25

(202) 810-4482
WASHINGTON, DC
07/20/17 09:52

#PRESIDENTIAL
CAB 6867

* COPY *
HITCH



AUTHORIZATION

Document Summary for TA0002DE6 (View Only)

Traveler

Traveler ID: E00039621

Traveler Name:

(b) (6)

Organization: GSA-M-2

^ Document Information

Currency: U.S. Dollar

Type: INVITATIONAL

TA Num: TA0002DE6 Purpose: MISSION (OPERATIONAL)

Location Type: CONUS

Document Details: PECl Committee Meeting

Location Purpose	Alert	Location	From	To	Per Diem Rates
MISSION (OPERATIONAL)		WASHINGTON, DC	07/18/17	07/19/17	172.00 / 69.00 (07/01/17-08/31/17)

^ Reservations

View Reservation History

PNR Status: BOOKED

Reservation Type	Vendor/Carrier	Last Date to Ticket	Cost	Lodging Location	Ticket #/Res. #	Date & Time	Emissions	Traveler
COMM-CARR	Southwest	7/18/2017 2:25:00 AM EST	478.40		1003289148	07/18/2017 09:25	406.779999 lbs CO2	Kris Kobach
COMM-CARR	Southwest	7/18/2017 2:25:00 AM EST	0.00		1003289148	07/19/2017 16:40	406.779999 lbs CO2	Kris Kobach

^ Expenses

Total Per Diem Expenses: 275.50

Total Non-Per Diem Expenses: 527.45

Details	Alert	Date	Source	Expense Description	Expense Category	Cost	Payment Method	PerDiem
		07/17/2017		Estimated TDY Voucher Fee	Transxn Fees	14.75	EFT	
		07/17/2017		Estimated Travel Fee	Travel Transxn Fees	34.30	Invoice	
Comments: LB ATRS Domestic w-Air-Rail								
		07/18/2017	✈	Airline Flight	Com. Carrier	478.40	CBA	
		07/18/2017		Lodging	Lodging	172.00	CASH	Yes
		07/18/2017		M&IE	M&IE-PerDiem	51.75	CASH	Yes
		07/19/2017		M&IE	M&IE-PerDiem	51.75	CASH	Yes

Receipts

Manage receipts or other document attachments:

View Receipts

^ Per Diem Allowances

Total Per Diem Allowance: 275.50

Details	Alert	Actions	Date	Per Diem Rate	Lodging Cost	Lodging Allowed	M&IE Cost	M&IE Allowed	Spec	B	L	D	Conf %
✓			07/18/17	69.00	172.00	172.00	51.75	51.75					
✓			07/19/17	69.00	0.00	0.00	51.75	51.75					

^ Additional Authorizations

Special Authorizations Exist

Other Authorization

Remarks

No hotel required, Non-conventional Lodging Used

Contract fare used or No contract fare exists for city-pair market

^ Accounting Allocations

Accounting Total: 802.95

Alert	Organization	Label	Classification Code	Amount	Percent Allocated
	GSA-M-2	Invitational	2017-N/A-262D-00-PCEA-S00PC110-D20-PACOE-N/A-N/A-N/A-N/A-N/A-N/A-N/A	802.95	100.00 %

^ Totals

Total Reimbursable: 275.50

Disbursement Type	Amount
Estimated Cost	802.95
Advance Requested	0.00

Trip Comments

View Comment History

No Comments Entered

Document Status

Current Status: AUTH APPROVED

Awaiting:

for Status:

Document Routing

Name	Status	Level
------	--------	-------

Document History (Current)

Display Full History

Date/Time	Status	Name	Remarks	Reason Desc
07/17/2017 9:42:44 AM	AUTH APPROVED	CLINTON, JONATHAN PATRICK	**AUTO SIGNATURE WAS APPLIED**	
07/17/2017 9:37:17 AM	REVIEWED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
07/17/2017 9:30:37 AM	ADJUSTED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	

07/17/2017 9:29:13 AM	SUBMIT TO APPROVER	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**
07/17/2017 9:11:24 AM	RESERVATIONS UPDATED	(b) (6)	Auto-updated from reservation - Reservations updates for tripnum 1
07/17/2017 9:11:00 AM	CREATED		Auto-created from reservation - NEW DOCUMENT (TA0002DE6)

Document Adjustments

Level	Date	Time	Adjustor	Remarks
2	07/17/17	9:30AM	KRIS PALMER **	
1	07/17/17	9:11AM	(b) (6)	Auto-created from reservation -



VOUCHER

AMOUNT PAID TO TRAVELER

\$375.18

Document Summary for VCH78723 (View Only)

Trip No. 1

Traveler

Traveler ID: E00039621

Traveler Name: (b) (6)

Organization: GSA-M-2

^ Document Information

Currency: U.S. Dollar

Type: INVITATIONAL

TA Num: TA0002DE6

Purpose: MISSION (OPERATIONAL)

Location Type: CONUS

Document Details: PECL Committee Meeting

Location Purpose	Alert	Location	From	To	Per Diem Rates
MISSION (OPERATIONAL)		WASHINGTON, DC	07/18/17	07/19/17	172.00 / 69.00 (07/01/17-08/31/17)

^ Reservations

View Reservation History

PNR Status: BOOKED

Reservation Type	Vendor/Carrier	Last Date to Ticket	Cost	Lodging Location	Ticket #/Res. #	Date & Time	Emissions	Traveler
LODGE	Marriott	7/18/2017 2:25:00 AM EST	172.00	JW Marriott Hotel Washington DC Washington, DC,DC	1003289148	07/18/2017 00:00	N/A	Kris Kobach
COMM-CARR	Southwest	7/18/2017 2:25:00 AM EST	478.40		1003289148	07/18/2017 09:25	368.940002 lbs CO2	Kris Kobach
COMM-CARR	Southwest	7/18/2017 2:25:00 AM EST	0.00		1003289148	07/19/2017 16:40	368.940002 lbs CO2	Kris Kobach

^ Expenses

Total Per Diem Expenses: 275.50

Total Non-Per Diem Expenses: 627.13

Details	Alert	Date	Source	Expense Description	Expense Category	Cost	Payment Method	PerDiem
		07/17/2017		Travel Fee	Travel Transxn Fees	34.30	Invoice	
Comments: LB ATRS Domestic w-Air-Rail								
		07/18/2017	✈	Airline Flight	Com. Carrier	478.40	CBA	
		07/18/2017		Lodging	Lodging	172.00	CASH	Yes
⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.								
⚠ Receipt required for this expense								
Comments: Conf Num: 97264486 Cmt: Must cancel 1 day(s) prior to arrival.								

07/18/2017	Lodging Tax	Lodging	24.94	CASH	
⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.					
07/18/2017	M&IE	M&IE-PerDiem	51.75	CASH	Yes
07/18/2017	Taxi	Transportation	6.74	CASH	
⚠ Verify travel mode is accurate.					
07/18/2017	Taxi	Transportation	18.00	CASH	
⚠ Verify travel mode is accurate.					
Comments: From airport to hotel					
07/19/2017	M&IE	M&IE-PerDiem	51.75	CASH	Yes
07/19/2017	Parking	Transportation	31.00	CASH	
⚠ Verify travel mode is accurate.					
Comments: Airport Parking					
07/19/2017	Taxi	Transportation	19.00	CASH	
⚠ Verify travel mode is accurate.					
07/24/2017	TDY Voucher Fee	Transxn Fees	14.75	EFT	

Receipts

Manage receipts or other document attachments: [View Receipts](#)

^ Per Diem Allowances

Total Per Diem Allowance: 275.50

Details	Alert	Actions	Date	Per Diem Rate	Lodging Cost	Lodging Allowed	M&IE Cost	M&IE Allowed	Spec	B	L	D	Conf %
▼			07/18/17	69.00	172.00	172.00	51.75	51.75					
▼			07/19/17	69.00	0.00	0.00	51.75	51.75					

^ Accounting Allocations

Accounting Total: 902.63

Alert	Organization	Label	Classification Code	Amount	Percent Allocated
	GSA-M-2	Invitational	2017-N/A-262X-00-EX10-S00PC120-D20-PCOEI-N/A-N/A-N/A-N/A-N/A-N/A-N/A	902.63	100.00 %

^ Totals and Travel Advances

Total Reimbursable: 375.18

Disbursement Type	Amount
Total Expenses	902.63

Non-Reimbursable Expenses	527.45
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	375.18

Trip Comments

No Comments Entered

Document Status

Current Status: CLOSED Awaiting: for Status:

Document Routing

Name	Status	Level
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Document History (Current)

Display Full History

Date/Time	Status	Name	Remarks	Reason Desc
07/26/2017 3:05:57 PM	CLOSED	EAI, EAI	EAI Document Status Update WS : 6T1720500058	
07/24/2017 12:03:16 PM	VOUCHER AWAITING PMT	EAI, EAI	EAI Document Status Update WS : Travel Voucher Received and Processed Successfully	
07/24/2017 10:08:38 AM	PENDING	SYSUTILITY	EAI Voucher Submitted	
07/24/2017 10:08:37 AM	APPROVED	CLINTON, JONATHAN PATRICK	**AUTO SIGNATURE WAS APPLIED**	
07/24/2017 10:00:41 AM	REVIEWED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
07/24/2017 9:54:28 AM	SUBMIT TO APPROVER	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
07/24/2017 9:26:24 AM	CREATED	PALMER, KRIS L	NEW DOCUMENT (TA0002DE6)	

Document Adjustments

Level	Date	Time	Adjustor	Remarks
1			**	



RECEIPTS

GUEST FOLIO

JW MARRIOTT
WASHINGTON DC



JW Marriott® Washington, DC • 1331 Pennsylvania Avenue NW, Washington, District of Columbia, 20004 • 202.393.2000 • jwmarriott.com

1087	KOBACH/K	172.00	07/19/17	12:00	5042
Room	Name	Rate	Depart	Time	ACCT#
GK			07/18/17	13:19	
93			Active	Time	
Room Clerk	Address	Payment	MRW#: XXXXX7963		
DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE	

07/18 ROOM 1087, 1 172.00
07/18 ROOMTX 1087, 1 24.94
07/19 VS CARD \$196.94

CURRENT BALANCE .00

----- EXP. REPORT SUMMARY -----
07/18 ROOM&TAX 196.94

GET ALL YOUR HOTEL BILLS BY EMAIL BY UPDATING YOUR
REWARDS PREFERENCES. OR, ASK THE FRONT DESK TO EMAIL YOUR
BILL FOR THIS STAY. SEE "INTERNET PRIVACY STATEMENT" ON
MARRIOTT.COM

Complaints
(855) 484-4966
TTY 711
www.dfhw.dc.gov

TRANSO INC.
202 398 0500



ESSENCE 6327
202-554-7900
TAG # 01286H
FACE ID:63716
07/19/17 03:25P
07/19/17 03:41P
TRIP # 3182
DIST 5.33 mi
Rate 1 \$ 15.67
EXTRAS \$ 0.25
TOTAL \$ 15.92
Complaints Call:
(202)645-6018
WWW.DCVIPCAB.COM
(202)269-9000

CASH RECEIPT
DRIVER: 00073903
CAB #: K228
DATE : 07/18/17
TIME:13:49-13:55
RATE #: 1
STANDARD RATE
MILES R1: 1.80
TRIP#: 4442
FARE : \$6.49
SURCH.: \$0.25
TOTAL : \$6.74
#PASSENGERS: 01

DCTC COMPLAINTS
LINES TTY 711
PH: 855-484-4966
DCTAXI.DC.GOV

SOUTHLAND PRINTING - SHREVEPORT, LA. 841682
0627 07/18 08:30 07/19 18:23 \$31.00 6203



TAXI CAB RECEIPT

Time: _____
Date: 7/18/17

Origin of trip: DCA

Destination: JW Marriott

Fare: 18.00 Sign: [Signature]



AUTHORIZATION

Document Summary for TA0002DC3-1 (View Only)

Traveler

Traveler ID: E00045687

Traveler Name: Mark Rhodes

Organization: GSA-M-2

^ Document Information

Currency: U.S. Dollar

Type: INVITATIONAL

TA Num: TA0002DC3 Purpose: MISSION (OPERATIONAL)

Location Type: CONUS

Document Details: PECI Committee Meeting

Location Purpose	Alert	Location	From	To	Per Diem Rates
		ARLINGTON, VA	07/18/17	07/21/17	172.00 / 69.00 (07/01/17-08/31/17)

^ Reservations

View Reservation History

PNR Status: BOOKED

Reservation Type	Vendor/Carrier	Last Date to Ticket	Cost	Lodging Location	Ticket #/Res. #	Date & Time	Emissions	Traveler
LODGE	Holiday Inn	N/A	468.00	Holiday Inn Rosslyn at Key Bridge Arlington, VA	1003286810	07/18/2017 00:00	N/A	Mark D Rhodes

^ Expenses

Total Per Diem Expenses: 657.75

Total Non-Per Diem Expenses: 30.82

Details	Alert	Date	Source	Expense Description	Expense Category	Cost	Payment Method	PerDiem
		07/14/2017		Estimated TDY Voucher Fee	Transxn Fees	14.75	EFT	
		07/17/2017		Estimated Travel Fee	Travel Transxn Fees	16.07	Invoice	
		Comments: LB ATRS Domestic-Intl w-o Air-Rail _Lodging and-or Car Only_						
		07/18/2017		Lodging	Lodging	156.00	CASH	Yes
		Comments: Conf Num: 61205301 Cmt: Must cancel by 6 PM						
		07/18/2017		M&IE	M&IE-PerDiem	51.75	CASH	Yes
		07/19/2017		Lodging	Lodging	156.00	CASH	Yes
		Comments: Conf Num: 61205301 Cmt: Must cancel by 6 PM						
		07/19/2017		M&IE	M&IE-PerDiem	69.00	CASH	Yes
		07/20/2017		Lodging	Lodging	156.00	CASH	Yes
		Comments: Conf Num: 61205301 Cmt: Must cancel by 6 PM						
		07/20/2017		M&IE	M&IE-PerDiem	69.00	CASH	Yes
		07/21/2017		M&IE	M&IE-PerDiem	0.00	CASH	Yes

Receipts

Manage receipts or other document attachments: [View Receipts](#)

^ Per Diem Allowances

Total Per Diem Allowance: 657.75

Details	Alert	Actions	Date	Per Diem Rate	Lodging Cost	Lodging Allowed	M&IE Cost	M&IE Allowed	Spec	B	L	D	Conf %
▼			07/18/17	69.00	156.00	156.00	51.75	51.75					
▼			07/19/17	69.00	156.00	156.00	69.00	69.00					
▼			07/20/17	69.00	156.00	156.00	69.00	69.00					
▼			07/21/17	69.00	0.00	0.00	0.00	0.00	Yes				



Actuals have been claimed. Please verify they are correct.

^ Additional Authorizations

Special Authorizations Exist

Other Authorization

Remarks

ACTUAL EXPENSE

^ Accounting Allocations

Accounting Total: 688.57

Alert	Organization	Label	Classification Code	Amount	Percent Allocated
	GSA-M-2	Invitational	2017-N/A-262D-00-PCEA-S00PC110-D20-PACOE-N/A-N/A-N/A-N/A-N/A-N/A-N/A	688.57	100.00 %

^ Totals

Previous Reimbursable Amount: 709.50

Total Reimbursable Amount: 657.75

Amended Reimbursable Amount: -51.75

Disbursement Type	TA0002DC3 Amount	TA0002DC3-1 Amount	Amended Net
Estimated Cost	740.32	688.57	-51.75
Advance Requested	0.00	0.00	0.00

Trip Comments

[View Comment History](#)

No Comments Entered

Document Status

Current Status: AUTH APPROVED

Awaiting:

for Status:

Document Routing

Name	Status	Level
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Document History (Current)

Display Full History

Date/Time	Status	Name	Remarks	Reason Desc
07/17/2017 9:03:28 AM	AUTH APPROVED	CLINTON, JONATHAN PATRICK	**AUTO SIGNATURE WAS APPLIED**	
07/17/2017 8:01:13 AM	REVIEWED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
07/17/2017 7:58:21 AM	SUBMIT TO APPROVER	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
07/17/2017 7:42:41 AM	CREATED	PALMER, KRIS L	AMENDMENT (TA0002DC3)	

Document Adjustments

Level	Date	Time	Adjustor	Remarks
2	07/17/17	7:42AM	KRIS PALMER **	
1	07/17/17	7:42AM	PALMER, KRIS L	



VOUCHER

AMOUNT PAID TO TRAVELER

\$876.93

Document Summary for VCH79389 (View Only)

Trip No. 1

Traveler

Traveler ID: E00045687

Traveler Name: Mark Rhodes

Organization: GSA-M-2

^ Document Information

Currency: U.S. Dollar

Type: INVITATIONAL

TA Num: TA0002DC3

Purpose: MISSION (OPERATIONAL)

Location Type: CONUS

Document Details: PEGI Committee Meeting

Location Purpose	Alert	Location	From	To	Per Diem Rates
		ARLINGTON, VA	07/18/17	07/21/17	172.00 / 69.00 (07/01/17-08/31/17)

^ Reservations

View Reservation History

PNR Status: BOOKED

Reservation Type	Vendor/Carrier	Last Date to Ticket	Cost	Lodging Location	Ticket #/Res. #	Date & Time	Emissions	Traveler
LODGE	Holiday Inn	N/A	468.00	Holiday Inn Rosslyn at Key Bridge Arlington, VA	1003286810	07/18/2017 00:00	N/A	Mark D Rhodes

^ Expenses

Total Per Diem Expenses: 501.75

Total Non-Per Diem Expenses: 406.00

Details	Alert	Date	Source	Expense Description	Expense Category	Cost	Payment Method	PerDiem
		07/17/2017		Travel Fee	Travel Transxn Fees	16.07	Invoice	
Comments: LB ATRS Domestic-Intl w-o Air-Rail _Lodging and-or Car Only_								
		07/18/2017		Lodging	Lodging	156.00	CASH	Yes
▲ Default Payment Method for this expense is not being used. Please verify for accuracy.								
▲ Receipt required for this expense								
Comments: Conf Num: 61205301 Cmt: Must cancel by 6 PM								
		07/18/2017		Lodging Tax	Lodging	20.67	CASH	
▲ Default Payment Method for this expense is not being used. Please verify for accuracy.								
		07/18/2017		M&IE	M&IE-PerDiem	51.75	CASH	Yes
		07/19/2017		Lodging	Lodging	156.00	CASH	Yes
▲ Default Payment Method for this expense is not being used. Please verify for accuracy.								
▲ Receipt required for this expense								

Comments: Conf Num: 61205301 Cmt: Must cancel by 6 PM

07/19/2017	Lodging Tax	Lodging	20.67	CASH	
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⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.

07/19/2017	M&IE	M&IE-PerDiem	51.75	CASH	Yes
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07/19/2017	M&IE Due Traveler	M&IE-PerDiem	17.25	CASH	Yes
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07/19/2017	Mileage - Priv Auto (Advantageous)	Mileage	333.84	CASH	
------------	---------------------------------------	---------	--------	------	--

⚠ Verify travel mode is accurate.

Comments: Roundtrip mileage from West Virginia to Arlington, Va

07/20/2017	Lodging	Lodging	0.00	CASH	Yes
------------	---------	---------	------	------	-----

⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.

Comments: Conf Num: 61205301 Cmt: Must cancel by 6 PM

07/20/2017	M&IE	M&IE-PerDiem	0.00	CASH	Yes
------------	------	--------------	------	------	-----

07/20/2017	M&IE Due Traveler	M&IE-PerDiem	69.00	CASH	Yes
------------	-------------------	--------------	-------	------	-----

07/21/2017	M&IE	M&IE-PerDiem	0.00	CASH	Yes
------------	------	--------------	------	------	-----

08/01/2017	TDY Voucher Fee	Transxn Fees	14.75	EFT	
------------	-----------------	--------------	-------	-----	--

Receipts

Manage receipts or other document attachments: [View Receipts](#)

^ Per Diem Allowances

Total Per Diem Allowance: 501.75

Details	Alert	Actions	Date	Per Diem Rate	Lodging Cost	Lodging Allowed	M&IE Cost	M&IE Allowed	Spec	B	L	D	Conf %
✓			07/18/17	69.00	156.00	156.00	51.75	51.75					
✓			07/19/17	69.00	156.00	156.00	51.75	69.00					
✓			07/20/17	69.00	0.00	0.00	0.00	69.00					
✓			07/21/17	69.00	0.00	0.00	0.00	0.00	Yes				

⚠ Actuals have been claimed. Please verify they are correct.

^ Accounting Allocations

Accounting Total: 907.75

Alert	Organization	Label	Classification Code	Amount	Percent Allocated
	GSA-M-2	Invitational	2017-N/A-262X-00-EX10-S00PC120-D20-PCOEI-N/A-N/A-N/A-N/A-N/A-N/A-N/A	907.75	100.00 %

^ Totals and Travel Advances

Total Reimbursable: 876.93

Disbursement Type	Amount
Total Expenses	907.75
Non-Reimbursable Expenses	30.82
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	876.93

Trip Comments

No Comments Entered

Document Status

Current Status: CLOSED Awaiting: for Status:

Document Routing

Name	Status	Level
------	--------	-------

Document History (Current)

Display Full History

Date/Time	Status	Name	Remarks	Reason Desc
08/07/2017 3:03:32 PM	CLOSED	EAI, EAI	EAI Document Status Update WS : 6T1721400019	
08/02/2017 9:03:32 AM	VOUCHER AWAITING PMT	EAI, EAI	EAI Document Status Update WS : Travel Voucher Received and Processed Successfully	
08/02/2017 7:21:47 AM	PENDING	SYSUTILITY	EAI Voucher Submitted	
08/02/2017 7:21:46 AM	APPROVED	CLINTON, JONATHAN PATRICK	**AUTO SIGNATURE WAS APPLIED**	
08/02/2017 3:59:51 AM	REVIEWED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
08/02/2017 3:58:00 AM	SUBMIT TO APPROVER	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
08/01/2017 8:32:50 AM	CREATED	PALMER, KRIS L	NEW DOCUMENT (TA0002DC3)	

Document Adjustments

Level	Date	Time	Adjustor	Remarks
1			**	



RECEIPTS



Holiday Inn

07-20-17

Mark Rhodes	Folio No.	:		Room No.	:	0606
	A/R Number	:		Arrival	:	07-18-17
	Group Code	:		Departure	:	07-20-17
	Company	:	Fedrooms	Conf. No.	:	61205301
	Membership No.	:		Rate Code	:	IL5FP
	Invoice No.	:		Page No.	:	1 of 1

Date	Description	Charges	Credits
07-18-17	*Room	156.00	
07-18-17	Occupancy Tax	20.67	
07-19-17	*Room	156.00	
07-19-17	Occupancy Tax	20.67	
Total		353.34	0.00
Balance		353.34	

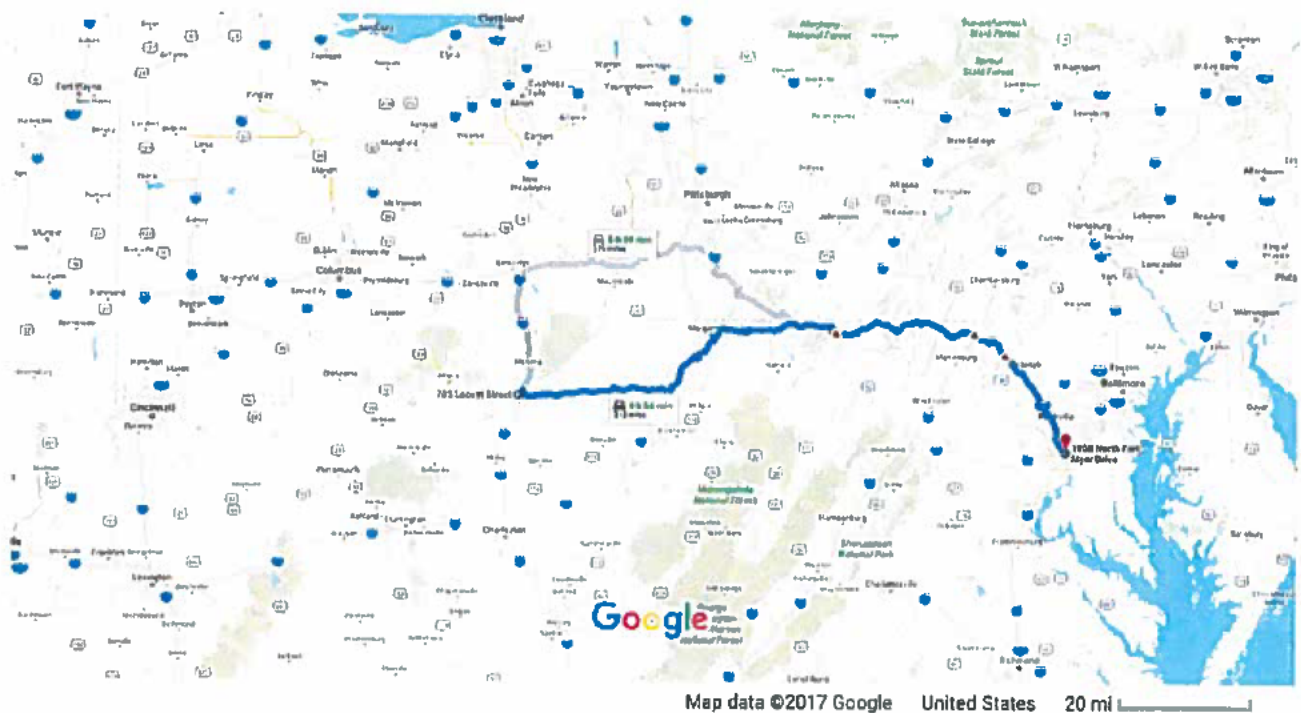
Guest Signature

(b) (6)

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.



705 Locust St, Parkersburg, WV 26101 Drive 312 miles, 4 h 54 min to 1900 N Fort Myer Dr, Arlington, VA 22209



705 Locust St
Parkersburg, WV 26101


Mark Chade


Get on I-79 N in Clarksburg from US-50 E/Northwestern Turnpike


1 h 18 min (77.1 mi)


- ↑ 1. Head southwest on 11th Ave/Locust St toward Sycamore St
Continue to follow 11th Ave 0.2 mi
- ➡ 2. Turn right onto Pike St 0.4 mi
- ↩ 3. Turn left onto Camden Ave 0.4 mi
- ➡ 4. Turn right onto Division St 0.2 mi
- ⤴ 5. Turn right to merge onto US-50 E/Northwestern Turnpike 75.3 mi
- ⤴ 6. Use the right lane to merge onto I-79 N via the ramp to Fairmont 0.6 mi


Continue on I-79 N. Take I-68 E, I-70 E and I-270 S to Cabin John Pkwy in Potomac. Take exit 40 from I-495 S


-  7. Merge onto I-79 N


 8. Use the right 2 lanes to take exit 148 for I-68 E toward Cumberland


 9. Continue onto I-68 E


 Entering Maryland


 10. Use the right 2 lanes to take exit 82A-82B to merge onto I-70 E/US-40 E toward Hagerstown


 Continue to follow I-70 E

 11. Use the right 2 lanes to take exit 53 to merge onto I-270 S toward Washington

 12. Take the exit toward North Virginia/Washington/Interstate 495 S

 13. Continue onto I-270 Spur S

 14. Merge onto I-495 S

 15. Take exit 40 for Cabin John Pkwy toward Glen Echo

3 h 21 min (227 mi)

29.0 mi

0.3 mi

112 mi

52.0 mi

30.1 mi

0.6 mi

1.5 mi

1.3 mi

0.3 mi


Follow Cabin John Pkwy, Clara Barton Pkwy and Canal Rd NW to N Fort Myer Dr in Arlington

-  16. Keep left to continue on Cabin John Pkwy, follow signs for Glen Echo

 17. Merge onto Clara Barton Pkwy

 May be closed at certain times or days

 Entering District of Columbia


 18. Continue onto Canal Rd NW

 Parts of this road may be closed at certain times or days

 19. Continue onto M St NW

 20. Use the right 2 lanes to turn right onto Francis Scott Key Bridge/Key Bridge

 Entering Virginia

 21. Continue onto N Fort Myer Dr

16 min (8.6 mi)

1.5 mi

3.3 mi

3.1 mi

341 ft

0.3 mi

0.1 mi

- ↑ 22. Continue straight to stay on N Fort Myer Dr

 Destination will be on the right

0.1 mi

1900 N Fort Myer Dr

Arlington, VA 22209

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



AUTHORIZATION

Document Summary for TA0002DAO (View Only)

Traveler Traveler ID: E00036052 Traveler Name: Matthew Dunlap Organization: GSA-M-2

^ Document Information

Currency: U.S. Dollar Type: INVITATIONAL

TA Num: TA0002DAO Purpose: MISSION (OPERATIONAL) Location Type: CONUS
Document Details: PECIAL Committee Meeting

Location Purpose	Alert	Location	From	To	Per Diem Rates
MISSION (OPERATIONAL)		WASHINGTON, DC	07/18/17	07/19/17	172.00 / 69.00 (07/01/17-08/31/17)

^ Reservations

View Reservation History PNR Status: BOOKED

Reservation Type	Vendor/Carrier	Last Date to Ticket	Cost	Lodging Location	Ticket #/Res. #	Date & Time	Emissions	Traveler
COMM-CARR	American Airlines	7/16/2017 10:23:00 AM EST	482.40		1003284881	07/18/2017 12:23	253.270004 lbs CO2	Matthew G Dunlap
COMM-CARR	American Airlines	7/16/2017 10:23:00 AM EST	0.00		1003284881	07/19/2017 22:05	253.270004 lbs CO2	Matthew G Dunlap

^ Expenses

Total Per Diem Expenses: 275.50 Total Non-Per Diem Expenses: 531.45

Details	Alert	Date	Source	Expense Description	Expense Category	Cost	Payment Method	PerDiem
		07/14/2017		Estimated TDY Voucher Fee	Transxn Fees	14.75	EFT	
		07/14/2017		Estimated Travel Fee	Travel Transxn Fees	34.30	Invoice	
Comments: LB ATRS Domestic w-Air-Rail								
		07/18/2017	✈	Airline Flight	Com. Carrier	482.40	CBA	
		07/18/2017		Lodging	Lodging	172.00	CASH	Yes
		07/18/2017		M&IE	M&IE-PerDiem	51.75	CASH	Yes
		07/19/2017		M&IE	M&IE-PerDiem	51.75	CASH	Yes

Receipts

Manage receipts or other document attachments: View Receipts

^ Per Diem Allowances

Total Per Diem Allowance: 275.50

Details	Alert	Actions	Date	Per Diem Rate	Lodging Cost	Lodging Allowed	M&IE Cost	M&IE Allowed	Spec	B	L	D	Conf %
✓			07/18/17	69.00	172.00	172.00	51.75	51.75					
✓			07/19/17	69.00	0.00	0.00	51.75	51.75					

^ Additional Authorizations

Special Authorizations Exist

Other Authorization

Remarks

No hotel required, Non-conventional Lodging Used

Contract fare used or No contract fare exists for city-pair market

^ Accounting Allocations

Accounting Total: 806.95

Alert	Organization	Label	Classification Code	Amount	Percent Allocated
	GSA-M-2	Invitational Travel_FY17	2017-N/A-262D-00-PCEA-S00PC110-D20- PACOE-N/A-N/A-N/A-N/A-N/A-N/A-N/A	806.95	100.00 %

^ Totals

Total Reimbursable: 275.50

Disbursement Type

Amount

Estimated Cost

806.95

Advance Requested

0.00

Trip Comments

No Comments Entered

Document Status

Current Status: AUTH APPROVED

Awaiting:

for Status:

Document Routing

Name	Status	Level
------	--------	-------

Document History (Current)

Display Full History

Date/Time	Status	Name	Remarks	Reason Desc
07/14/2017 12:03:08 PM	AUTH APPROVED	CLINTON, JONATHAN PATRICK	**AUTO SIGNATURE WAS APPLIED**	
07/14/2017 11:50:35 AM	REVIEWED	WHITTINGTON, VALERIE R	**AUTO SIGNATURE WAS APPLIED**	
07/14/2017 11:49:47 AM	SUBMIT TO APPROVER	WHITTINGTON, VALERIE R	**AUTO SIGNATURE WAS APPLIED**	

07/14/2017 11:11:01 AM	RESERVATIONS UPDATED	Matthew Dunlap	Auto-updated from reservation - Reservations updates for tripnum 1
07/14/2017 10:50:05 AM	RESERVATIONS UPDATED	Matthew Dunlap	Auto-updated from reservation - Reservations updates for tripnum 1
07/14/2017 10:49:41 AM	CREATED	Matthew Dunlap	Auto-created from reservation - NEW DOCUMENT (TA0002DAO)

Document Adjustments

Level	Date	Time	Adjustor	Remarks
1			**	



VOUCHER

AMOUNT PAID TO TRAVELER

\$475.80

Document Summary for VCH78838 (View Only)

Trip No. 1

Traveler

Traveler ID: E00036052

Traveler Name: Matthew Dunlap

Organization: GSA-M-2

^ Document Information

Currency: U.S. Dollar

Type: INVITATIONAL

TA Num: TA0002DAO Purpose: MISSION (OPERATIONAL)

Location Type: CONUS

Document Details: PECCI Committee Meeting

Location Purpose	Alert	Location	From	To	Per Diem Rates
MISSION (OPERATIONAL)		WASHINGTON, DC	07/18/17	07/19/17	172.00 / 69.00 (07/01/17-08/31/17)

^ Reservations

View Reservation History

PNR Status: BOOKED

Reservation Type	Vendor/Carrier	Last Date to Ticket	Cost	Lodging Location	Ticket #/Res. #	Date & Time	Emissions	Traveler
COMM-CARR	American Airlines	7/16/2017 10:23:00 AM EST	482.40		1003284881	07/18/2017 12:23	229.710007 lbs CO2	Matthew G Dunlap
COMM-CARR	American Airlines	7/16/2017 10:23:00 AM EST	0.00		1003284881	07/19/2017 22:05	229.710007 lbs CO2	Matthew G Dunlap

^ Expenses

Total Per Diem Expenses: 275.50

Total Non-Per Diem Expenses: 731.75

Details	Alert	Date	Source	Expense Description	Expense Category	Cost	Payment Method	PerDiem
		07/14/2017		Travel Fee	Travel Transxn Fees	34.30	Invoice	
Comments: LB ATRS Domestic w-Air-Rail								
		07/18/2017	✈	Airline Flight	Com. Carrier	482.40	CBA	
		07/18/2017		Lodging	Lodging	172.00	CASH	Yes
⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.								
⚠ Receipt required for this expense								
		07/18/2017		M&IE	M&IE-PerDiem	51.75	CASH	Yes
		07/18/2017		Parking	Transportation	20.00	CASH	
⚠ Verify travel mode is accurate.								
Comments: Airport Parking								
		07/18/2017		Taxi	Transportation	16.33	CASH	

⚠ Verify travel mode is accurate.

07/19/2017	Baggage Fees - 1st & 2nd Checked Bags	Baggage Fees	50.00	CASH
------------	---------------------------------------	--------------	-------	------

⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.

07/19/2017	Lodging Tax	Lodging	50.75	CASH
------------	-------------	---------	-------	------

⚠ Default Payment Method for this expense is not being used. Please verify for accuracy.

07/19/2017	M&IE	M&IE-PerDiem	51.75	CASH	Yes
------------	------	--------------	-------	------	-----

07/19/2017	Taxi	Transportation	63.22	CASH
------------	------	----------------	-------	------

⚠ Verify travel mode is accurate.

⚠ Receipt required for this expense

07/25/2017	TDY Voucher Fee	Transxn Fees	14.75	EFT
------------	-----------------	--------------	-------	-----

Receipts

Manage receipts or other document attachments: [View Receipts](#)

^ Per Diem Allowances

Total Per Diem Allowance: 275.50

Details	Alert	Actions	Date	Per Diem Rate	Lodging Cost	Lodging Allowed	M&IE Cost	M&IE Allowed	Spec	B	L	D	Conf %
✓			07/18/17	69.00	172.00	172.00	51.75	51.75					
✓			07/19/17	69.00	0.00	0.00	51.75	51.75					

^ Accounting Allocations

Accounting Total: 1,007.25

Alert	Organization	Label	Classification Code	Amount	Percent Allocated
	GSA-M-2	Invitational	2017-N/A-262X-00-EX10-S00PC120-D20-PCOEI-N/A-N/A-N/A-N/A-N/A-N/A-N/A	1,007.25	100.00 %

^ Totals and Travel Advances

Total Reimbursable: 475.80

Disbursement Type	Amount
Total Expenses	1,007.25
Non-Reimbursable Expenses	531.45
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	475.80

Trip Comments

View Comment History

No Comments Entered

Document Status

Current Status: CLOSED

Awaiting:

for Status:

Document Routing

Name	Status	Level
------	--------	-------

Document History (Current)

Display Full History

Date/Time	Status	Name	Remarks	Reason Desc
08/02/2017 3:07:52 PM	CLOSED	EAI, EAI	EAI Document Status Update WS : 6T1720800049	
07/31/2017 12:02:52 PM	VOUCHER AWAITING PMT	EAI, EAI	EAI Document Status Update WS : Travel Voucher Received and Processed Successfully	
07/31/2017 10:15:57 AM	APPROVED	BRIZZI, GIANCARLO	**AUTO SIGNATURE WAS APPLIED**	
07/31/2017 10:15:57 AM	PENDING	SYSUTILITY	EAI Voucher Submitted	
07/28/2017 2:28:29 AM	REVIEWED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
07/27/2017 11:21:48 AM	SUBMIT TO APPROVER	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED****AUTO SIGNATURE WAS APPLIED**	
07/27/2017 11:20:47 AM	ADJUSTED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
07/27/2017 11:04:53 AM	REJECTED BY FIN SYS	EAI, EAI	EAI Document Status Update WS : Errors encountered - see Claim History. The following problems were found: (Third Party Payment\Third Party Payment Line 1\Org Code) GS5555E - The specified Org Code, S00PC110, cannot be used for new transactions for BFY 2017. (Third Party Payment\Third Party Payment Line 2\Org Code) GS5555E - The specified Org Code, S00PC110, cannot be used for new transactions for BFY 2017.	
07/27/2017 9:58:23 AM	PENDING	SYSUTILITY	EAI Voucher Submitted	
07/27/2017 9:58:21 AM	APPROVED	BRIZZI, GIANCARLO	**AUTO SIGNATURE WAS APPLIED**	
07/25/2017 8:42:37 AM	REVIEWED	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
07/25/2017 8:37:48 AM	SUBMIT TO APPROVER	PALMER, KRIS L	**AUTO SIGNATURE WAS APPLIED**	
07/25/2017 7:17:14 AM	CREATED	PALMER, KRIS L	NEW DOCUMENT (TA0002DAO)	

Document Adjustments

Level	Date	Time	Adjustor	Remarks
2	07/27/17	11:20AM	KRIS PALMER **	
1	07/25/17	7:17AM	PALMER, KRIS L	



RECEIPTS

Canelli, Dorothy

From: Dunlap, Matthew
Sent: Monday, July 17, 2017 5:51 AM
To: Canelli, Dorothy
Subject: Fwd: Custom Confirmation

Get [Outlook for iOS](#)

From: Hotel Tabard Inn <hotel@tabardinn.com>
Sent: Sunday, July 16, 2017 10:51:17 PM
To: Dunlap, Matthew
Subject: Re: Custom Confirmation

Matthew Dunlap (Main Folio)

Stay Info	Nights	Folio Def
Confirmation #: 69220C130617 Status RESV[...]	Folio Name Main Folio	Projected Balance: <u>400</u>
Arrive on Tue, 07-18-2017 to Wed, 07-19-2017 for 1 night(s).	Rate 350.00	

Many thanks,

Tabard Inn
1739 N St. NW Washington, DC 20036
Tel. 202-785-1277 Fax 202-785-6173
www.tabardinn.com

On Sun, Jul 16, 2017 at 2:05 PM, <hotel@tabardinn.com> wrote:

Hotel Tabard Inn
1739 N Street NW
Phone No. 202.785.1277 Fax No. 202.785.6173
hotel@tabardinn.com

We are pleased to confirm your reservation at the Tabard Inn as follows:

Reservation Confirmation 69220C130617

Please note our 48 hour cancellation policy.

Matthew Dunlap
143 Middle Street
Old Town, ME 04468
US

Arrival Date: 07-16-2017
Departure Date: 07-17-2017

No. of Adults: 1

No. of Children: 0

<u>Room Type</u>	<u>Room Nights</u>	<u>Rate</u>
Penthouse	1	350.00
TOTAL:	1	

Taxes Balance: 50.75

Proj Balance: 400.75

Do not expose to excessive heat or direct sunlight.

STAPLE
HERE

PASSENGER TICKET AND BAGGAGE CHECK
SUBJECT TO CONDITIONS OF CONTRACT

PASSENGER RECEIPT 1
18 JUL 17 20101184

ISSUED BY
AMERICAN AIRLINES

NAME OF PASSENGER (NOT TRANSFERABLE)
DUNLAP/MATTHEW G

TO
NOT VALID FOR**

TO
TRANSPORTATION*

FROM
BGR-XMG

FLIGHT
443

CLASS
Y

DATE
18 JUL 17

TIME
11:00

STATUS
OK

FARE CODE
Y

FARE
25.00

TAXES
NA

TOTAL
25.00

COUPON
00123745473581

FLIGHT
443

DATE
18 JUL 17

TIME
11:00

STATUS
OK

FARE CODE
Y

FARE
25.00

TAXES
NA

TOTAL
25.00

COUPON
00123745473581

FLIGHT
443

DATE
18 JUL 17

TIME
11:00

STATUS
OK

FARE CODE
Y

FARE
25.00

TAXES
NA

TOTAL
25.00

COUPON
00123745473581

5 AMERICAN AIRLINES
REFUNDABLE ONLY WITH
RELATED FLIGHT CPN
RETAIN THIS RECEIPT
THROUGHOUT YOUR
JOURNEY

6 FOR CONDITIONS OF
CONTRACT - SEE
PASSENGER TICKET AND
BAGGAGE CHECK

NOT VALID FOR TRAVEL

American

BAGGAGE CHARGE RECEIPT

PASSENGER NAME
DUNLAP/MATTHEW G

UPTO50LB 23KG AND62LI 1 25.00 USD

DCA BGR - AA

Total with Applicable Tax 25.00 USD

Credit Card MC XXXXXXXXXX6998

Fare 25.00USD

TFC

TFC

TFC

Total 25.00USD

FLIGHT
443

DATE
JULY 19, 2017

COUPON
001 0287842370

FLIGHT
443

DATE
JULY 19, 2017

COUPON
001 0287842370

TFC-TAXES, FEES & CHARGES

NOT VALID FOR TRAVEL

HITCH
CAB #MERITT 167
WASHINGTON, DC
07/18/17 19:58

DIST.... 6.40
FARE...\$ 18.10
EXTRAS.\$ 1.25

TOTAL..\$ 23.22

MASTER CARD
XXXX6998
MID 445100500997

AUTH
CH_1AHS3HGQ3LAAM

HFPAL34J77

SIGN HERE:

VIF CRE OF DC
202-263-9000
TAXI CAB F456
FRANCIS B ODEB
Face ID: 53247
Tap #: 00035H
PASSENGER COPY
RECEIPT

7-18-2017

Trip ID: 2672
Start: 06:55PM
124 Massachusetts
End: 09:06PM
1734-1738 H Stre
Dist: 2.20mi
Fare: \$11.00
Extras: \$2.25
Tip: \$3.00

Total: \$16.32

Signature

CC: XXXX6998
Exp: 12/02
Merchant: 400662
Auth: 045562

THANK YOU

PASSENGER COPY

DFW complaints
(855) 484-4966
TAXI



BANGOR INTERNATIONAL AIRPORT

RECEIPT

SOUTHLAND PARKING - BANGOR, ME

003351

\$20.00
Airport Parking



TAXICAB RECEIPT

Time: _____
Date: 7/19/17

Origin of trip: HOTEL

Destination: AIRPORT

Fare: 40 - Sign: _____

0116

Server: FATIMA P (#101) Rec: 71
07/19/17 19:18, Swiped T: 44 Term: 5

TABARD INN
1739 N STREET NW
WASHINGTON DC 20036
(202)331-8528
MERCHANT #:

CARD TYPE ACCOUNT NUMBER
MASTER CARD XXXXXXXXXXXX6998
Name: MATTHEW DUNLAP
GO TRANSACTION APPROVED
AUTHORIZATION #: 034342
Reference: 0719010000116
TRANS TYPE: Credit Card SALE

CHECK: 134.09

TIP: _____

TOTAL: 159.09

X _____

PHONE: ()
Duplicate Copy

CARDHOLDER WILL PAY CARD ISSUER ABOVE
AMOUNT PURSUANT TO CARDHOLDER AGREEMENT
SIGNED COPY --> MERCHANT

0004

Server: WILFREDO A (#123) Rec: 1
07/19/17 07:17, Swiped T: 10 Term: 5

TABARD INN
1739 N STREET NW
WASHINGTON DC 20036
(202)331-8528
MERCHANT #:

CARD TYPE ACCOUNT NUMBER
MASTER CARD XXXXXXXXXXXX6998
Name: MATTHEW DUNLAP
GO TRANSACTION APPROVED
AUTHORIZATION #: 008112
Reference: 0719010000004
TRANS TYPE: Credit Card SALE

CHECK: 17.60

TIP: _____

TOTAL: 25.60

X _____

PHONE: ()
Duplicate Copy

CARDHOLDER WILL PAY CARD ISSUER ABOVE
AMOUNT PURSUANT TO CARDHOLDER AGREEMENT
SIGNED COPY --> MERCHANT



Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Travel Instructions - Members Can Begin Booking

Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Fri, Jul 14, 2017 at 10:30 AM

To: (b) (6)

Cc: Kris Palmer - M <kris.palmer@gsa.gov>, "Valerie Whittington (M)" <valerie.whittington@gsa.gov>, "elizabeth.cain@gsa.gov" <elizabeth.cain@gsa.gov>, Christine Courter - H1CT <christine.courter@gsa.gov>, katherine_purucker@ovp.eop.gov

(b) (6)

All traveling members' accounts have been established (with the exceptions of Ms. McCormick and Mr. Adams, who we understand are DC based).

The members or their support staff can now call our travel agent directly to book their travel.

ADTRAV (GSA travel agent): [877-472-6716](tel:877-472-6716), available 24/7

Key Information when calling the travel agent:

- ADTRAV will recognize members by first and last name and agency—which is the General Services Administration (GSA) for the purposes of this travel.
- Have a personal credit card available--hotel will be booked using a personal card. Members can choose their hotel and will be reimbursed at the maximum per diem rate for DC (\$172/night) (keep hotel receipts)
- The committee has budgeted for travel for up to 3 days per member between 7/18 and 7/20. Arrangements should be made within those parameters.
- Members (or their staff) should tell the agent the traveler's date of birth if making airline reservations. This is a requirement in order for tickets to be issued.

Travelers will need to follow federal regulations governing travel. Key points:

- Hotel: Max lodging per diem rate reimbursed for Washington, DC in July: \$172 (keep hotel receipts--reimbursed for max of \$172. Lodging taxes will be reimbursed separately as well.)
- Airfare: Must use coach class and the contract carrier fare (booked by travel agent)
 - Exceptions to contract fare must be documented/justified--e.g., Timing of contract fare flights do not allow traveler to meet mission or non-contract fare is less expensive
- Meals & Incidental Expenses (MI&E): reimbursed \$69 per day for DC; \$51.75 on first & last day of travel (no receipts needed, reimbursed full amount regardless of expenses--above or below)
- Rental cars: Receipt required for all expenses
- Taxis/metro: reimbursed for official business related to the committee--e.g., to/from airport, to/from committee meetings (keep receipts)
- Other (i.e. airline baggage fees): Reimbursed (keep receipts)

Airfare will be booked through the travel agent and paid directly by GSA. All other approved travel expenses (hotel; MI&E; taxis) will be paid for using the member's personal card and will subsequently be reimbursed. Details on reimbursement process will be provided upon completion of the travel.

If members or their staff have questions regarding the above that the travel agent can't answer, please don't hesitate to have the members' staff reach out to Valerie Whittington or Kris Palmer.

valerie.whittington@gsa.gov - 202-501-3395

kris.palmer@gsa.gov - 202-501-0525

Best,

Jon



Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Reimbursement Process for Members' Travel

Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Wed, Jul 19, 2017 at 11:28 AM

To: (b) (6)

Cc: Christine Courter - H1CT <christine.courter@gsa.gov>, "Valerie Whittington (M)" <valerie.whittington@gsa.gov>, Kris Palmer - M <kris.palmer@gsa.gov>

(b) (6)

As the members complete their travel, these are the brief instructions to ensure they are reimbursed for authorized expenses.

Each traveler (or their support staff) should scan all of their receipts into a single document file and email to kris.palmer@gsa.gov. Once she receives, she'll process, and the funds will be reimbursed to the traveler's account on file.

If/when in doubt, members should err on the side of providing the receipt. Most importantly, receipts must be provided for:

- Hotel bill
- Airport parking
- Taxis/metro for travel to/from airport and committee meetings
- Airline baggage fees

If you have any questions, feel free to contact me.

Best,

Jon

--

Jon Clinton
Chief of Staff
Office of Government-wide Policy
U.S. General Services Administration
[202-549-2430](tel:202-549-2430)

Presidential Commission Election Integrity (PECI)
JULY 2017
TRAVEL EXPENSES

Organization	Employee	Employee ID	Document Name	Travel Authorization Number	Trip Return Date	Trip Departure Date	Current Status	Trip Type	Purpose	TDY Location	Total Amount	Reimbursed Amount	Baggage Fees	Airline Flight	Lodging	Lodging Tax	M&IE-PerDiem	Mileage - Pnv Auto (Advantageous)	Parking	Taxi	Transxn Fees	Travel Transxn Fees
GSA-M-2	Dunlap, Matthew G	E00036052	VCH78838	TA0002DAO	Jul 19, 2017	Jul 18, 2017	CLOSED	INVITATIONAL	MISSION (OPERATIONAL)	WASHINGTON, DISTRICT OF COLUMBIA	1,007.25	475.80	50.00	482.40	172.00	50.75	103.50		20.00	79.55	14.75	34.30
GSA-M-2	Dunn, David K	E00045684	VCH78854	TA0002DAX	Jul 20, 2017	Jul 18, 2017	CLOSED	INVITATIONAL	MISSION (OPERATIONAL)	WASHINGTON, DISTRICT OF COLUMBIA	1,060.76	562.81		448.90	430.00	24.94	172.50			21.37	14.75	34.30
GSA-M-2	(b) (6)	E00039621	VCH78723	TA0002DE6	Jul 19, 2017	Jul 18, 2017	CLOSED	INVITATIONAL	MISSION (OPERATIONAL)	WASHINGTON, DISTRICT OF COLUMBIA	902.63	375.18		478.40	172.00	24.94	103.50		31.00	43.74	14.75	34.30
GSA-M-2	Lawson, Connie S	E00045685	VCH79025	TA0002DAN	Jul 19, 2017	Jul 18, 2017	CLOSED	INVITATIONAL	MISSION (OPERATIONAL)	WASHINGTON, DISTRICT OF COLUMBIA	870.35	373.90		447.40	172.00	24.94	103.50			73.46	14.75	34.30
GSA-M-2	King, Alan L	E00045688	VCH79042	TA0002DDG	Jul 19, 2017	Jul 18, 2017	CLOSED	INVITATIONAL	MISSION (OPERATIONAL)	ALEXANDRIA, VIRGINIA	638.54	413.09		176.40	172.00	24.94	103.50			112.65	14.75	34.30
GSA-M-2	Rhodes, Mark D	E00045687	VCH79389	TA0002DC3	Jul 21, 2017	Jul 18, 2017	CLOSED	INVITATIONAL	MISSION (OPERATIONAL)	ARLINGTON, VIRGINIA	907.75	876.93			312.00	41.34	189.75	333.84			14.75	16.07

Note: William Gardner has not submitted receipts, therefore voucher is pending



Kris Palmer - M <kris.palmer@gsa.gov>

Re: PCEI 1st meeting - July 19th

1 message

Christine Courter - H1CT <christine.courter@gsa.gov>

Wed, Jul 12, 2017 at 7:20 PM

To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Cc: Kris Palmer - M <kris.palmer@gsa.gov>, Valerie Whittington <valerie.whittington@gsa.gov>, Tom Mueller - H1D <Thomas.mueller@gsa.gov>, Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Lennard Loewentritt <lenny.loewentritt@gsa.gov>, "giancarlo.brizzi@gsa.gov" <giancarlo.brizzi@gsa.gov>, Stefan Grabas - BAF <stefan.grabas@gsa.gov>, "elizabeth.cain@gsa.gov" <elizabeth.cain@gsa.gov>

Jonathan,

Tom Mueller and I had a conference call with Andrew Kossack this morning. Andrew has been sending me the [completed EFT forms](#) today and so far I have received 5. Once I receive them, I forward them to finance for issuance of the vendor ID. You can start sending me:

- [Concur Access Request forms](#) for each individual- once I get the vendor ID from finance I will setup their profile in ConcurGov.
- Name of the Host arranger who will be submitting vouchers on behalf of the members. The host must be in the same org code as the approver will be in.
- The line of accounting (I need the full string) that will be used for the travel expenses (once it is known- we must have this before travel can be booked).

Andrew also sent me an updated list of members (see below).

I think the topic of payment method may still have to be revisited. Arrangers can reserve airfare/rail with [Adtrav](#) for the members of the commission and it will be billed to the GSA Centrally Billed Account (CBA). If we have the members use their personal cards for hotel and rental car, they will have to call to make reservations themselves. Andrew may have been under the impression that GSA would be making all the travel reservations for the members but that would require a CBA. If you do want to continue with the members using a personal credit card for hotel and rental car, you may want to let Andrew know that is the plan.

	Commission Member	Title	Phone	Secondary Phone	Geographic Location	Email
1	Michael R. Pence	Vice President	N/A		D.C.	N/A
2	(b) (6)	SoS - KS	(b) (6)	(b) (6)	Kansas	(b) (6)
3	Connie Lawson	SoS - IN		(w) 317-232-6531	Indiana	clawson@sos.in.gov
4	Bill Gardner	SoS - NH		(w) 603-271-2403	New Hampshire	(b) (6)
5	Matt Dunlap	SoS - ME		(w) 207-626-8401	Maine	(b) (6)
6	Ken Blackwell	Fmr. SoS - OH		(w) 513-221-6703	Ohio	(b) (6)
7	Christy McCormick	Commissioner, EAC		(w) 301-563-3965	D.C.	(b) (6)
8	David Dunn	Fmr. St. Rep. - AR		n/a	Arkansas	(b) (6)
9	Mark Rhodes	Wood Cty. Clerk - WV		(w) 304-424-1892	West Virginia	(b) (6)
10	Hans von Spakovsky	Sr. Legal Fellow, Heritage Fdn.		(w) 202-608-6207	D.C.	(b) (6)
11	Christian Adams	Election Law Attorney		(w) 703-963-8611	D.C.	(b) (6)
12	Alan King	Judge, Jefferson County		(w) 205-325-5203	Alabama	(b) (6)

Thanks,

Christine Courter

Branch Chief, Travel & Event Programs Div. (H1CT)

Office of Travel and Charge Card Services (H1C)

Office of Administrative Services (H)

U.S. General Services Administration

202.501.9136 (desk)

(b) (6) (mobile)

christine.courter@gsa.gov